

# Keswick Ministries

## Record Retention Policy



**Date policy was last reviewed:** February 2024

**Date of next review:** March 2025

**Policy adopted:** 23 May 2018

**Staff member responsible:**

Simon Overend

**Description/purpose:** The purpose of this policy is to set out the length of time that Keswick Ministries records should be retained and the processes for disposing of records at the end of the retention period.

### Storage of Data and Records Statement

1. All data and records will be stored in accordance with the security requirements of the Data Protection Legislation and in the most convenient and appropriate location having regard to the period of retention required and the frequency with which access will be made to the record.
2. Data and records which are active should be stored in the most appropriate place for their purpose commensurate with security requirements.
3. Data and records which are no longer active, due to their age or subject, should be stored in the most appropriate place for their purpose or destroyed.
4. The degree of security required for file storage will reflect the sensitivity and confidential nature of any material recorded.
5. Any data file or record which contains personal data of any form can be considered as confidential in nature.
6. Data and records should not be kept for longer than is necessary. This principle finds statutory form in the Data Protection Legislation, which requires that personal data processed for any purpose "shall not be kept for longer than is necessary for that purpose". All staff, trustees, contractors & volunteers of Keswick Ministries are required to have regard to the Guidelines for Retention of Personal Data.

### Secure destruction of records beyond the retention period

1. Any data that is to be disposed of must be safely disposed of for example by shredding. Any group which does not have access to a shredder should pass material to Simon Overend who will undertake secure physical shredding.
2. Special care must be given to disposing of data stored in electronic media. Guidance will be given by Simon Overend to any group which has stored personal data relating to its members on for example personal computers which are to be disposed of or electronic records for secure shredding.