



Breast Cancer Haven Retention and Disposal Policy

Record Retention Schedule

Breast Cancer Haven has adopted the following record retention schedule:

<i>Record Type</i>	<i>Retention Rule</i>
HR Records	Duration of employment + 6 years
Financial Records	Financial year closed + 7 years
Service User Records	Duration of relationship + 8 years
Supporter Records	Duration of relationship + 3 years

This is based on the following, in order of importance:

1. Legal requirements – i.e. where legislation dictates the length of time personal information should be held for.
2. Industry standards or best practice.
3. Archival needs (permanent preservation).
4. Decision by our senior management – i.e. in the absence of guidance from 1. to 3. above.

Record Review Process and Signoff

Records should be reviewed against the record retention schedule on an annual basis.

Records that have passed their retention period and have no current ad-hoc requirement to retain the information (e.g. current or pending legal action or complaint) will be presented to their information asset owner for confirmation that disposal should be undertaken.

A record will be maintained documenting, as a minimum, the record type, name of the record, any further metadata that will enable subsequent identification of the record being disposed (e.g. date range); date of disposal, authorising officer name and role.

The decision of the information asset owner will be countersigned by the Data Protection Lead.

Secure Disposal – paper records

The following methods for secure disposal of paper records must be followed:

Secure shredding.

Secure Disposal – electronic records

The following methods for secure disposal of electronic records must be followed:

Secure deletion from the relevant database where the data has been held and Server.