

ARCHIVING POLICY



SLT (SLT) is aware that it needs to actively manage how it handles personal and sensitive information that it receives.

This Policy sets out how SLT will ensure that personal data is archived correctly and for appropriate time periods.

Key aims

SLT wishes to create an environment where people feel confident and able to discuss and share sensitive information. The aims of this Policy are to ensure that:

- All information held is appropriately recorded, stored, used and disposed of
- That all staff, volunteers and clients are aware of the requirements of this Policy and are aware of their responsibilities and rights within it.

Archiving timeframes

Client files

Paper copies of client files are securely kept for 12 months once they have closed with the service in case they wish to re-open or request details about their time with the service. Clients may request to see their files at any time during this period. At the end of this period they are securely disposed of. Minimal client data is kept electronically for 6 years for the purposes of data analysis.

Staff and volunteer files

Paper and electronic copies of staff and volunteer HR files are kept indefinitely for the purposes of reference writing or if an individual wishes to return to the charity.

Gift Aid forms

Gift aid forms must be kept for 6 years.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, SLT shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

Related policy:

- Data Protection Policy