

**ABF THE SOLDIERS' CHARITY**  
**RETENTION OF RECORDS POLICY**



**1 Introduction**

- 1.1 This Retention of Records Policy has been approved by the Board of Trustees (**the Trustees**) of ABF The Soldiers' Charity (the **Charity**). The Charity is registered with the Office of the Information Commissioner with registration number ZA031754.
- 1.2 The Retention of Records Policy will enable the Charity to comply with the requirements of data protection legislation. Furthermore, this policy will enable the Charity to manage and track documents and assist in providing openness and transparency to the public.
- 1.3 The Retention of Records Policy is required to support the organised creation, retrieval, appropriate storage and preservation of the Charity's essential records. In addition, it is essential to support the appropriate disposal of documents with no continuing business, legal or historical significance.
- 1.4 As a Charity, the actual period for records to be kept will depend on a number of factors, including:
  - 1.4.1 legal requirements
  - 1.4.2 storage costs
  - 1.4.3 the Charity's need to access the document
  - 1.4.4 historical value

**2 Scope of the Policy**

- 2.1 This policy encompasses:
  - 2.1.1 records created by or on behalf of the Charity and staff in their duties for the Charity
  - 2.1.2 records received by any member of staff in the Charity
  - 2.1.3 hard copy and electronic records including Internet and Intranet sites, databases, emails, films and videos

**3 Data Protection**

- 3.1 This policy will ensure that the Charity is complying with applicable data protection legislation, which requires that we do not retain personal data for longer than is necessary.
- 3.2 To comply with the principles of data protection legislation, the Charity must:
  - 3.2.1 only keep information for as long as there is a business need

3.2.2 keep records secure, whether electronic or paper

3.2.3 ensure records are retrievable and easily traced

3.2.4 allow a person access to information held about them, should they request it

3.3 It follows that the Charity must:

3.3.1 destroy papers and electronic data for which there is no continuing business need and send papers that cannot be destroyed to archive for as short a time as possible

3.3.2 keep data secure while it remains in any office

3.3.3 keep track of where information is stored

3.3.4 continue to apply these good practices to avoid stockpiling papers in the future

3.3.5 have in place an Inactive Policy which lays out the relevant and appropriate procedures for communication with our Supporters.

## **4 Policy**

4.1 All records created by or on behalf of the Charity belong to the Charity. This includes any rights or copyright in the context, except where specifically provided under copyright legislation.

4.2 All records received on behalf of the Charity as part of its business will be its property, which may be disposed of or released as the Charity sees fit or as required by law. Originators' and owners' rights will be fully respected in accordance with legislation.

4.3 Responsibility for depositing and disposing of archive records lies with the Directors of each operation as the information asset owner. It is their responsibility to ensure that complete and accurate records are retained in line with legislative requirements and agreed best practice.

4.4 Responsibility for managing and tracking records lies with the relevant Director who:

4.4.1 Will determine if a file is no longer required for current business usage, which can then be added to the archive.

4.4.2 May choose to retain records for longer than the indicative periods given in the retention schedule, for example, if they consider records to be of significant historical value or if the issue they are concerned remains 'live'.

## RETENTION OF RECORDS POLICY

TYPE OF RECORD	RETENTION TIME
<b>1. Fundraising &amp; Marketing Information</b>	
Information connected to donations  The name and address of people who ask not to be mailed will be kept for as long as necessary to ensure that they are not mailed again, any other data relating to the data subject will be deleted at the earliest possible time	7 years from date of last donation, or recorded activity.
<b>2. Grants Information</b>	
Information connected to beneficiaries	Retained for a maximum of 7 years after the end of service delivery relationship plus the current financial years, in line with SSAFA policy for client casework, and CMS Platform User Agreement.  Holdings reviewed at the 2 Year point
<b>3. HR Information</b>	
a. Application Forms, CV's and other unsuccessful applicants' details, selection records	7 Months after applicant notified of outcome
b. Health & Safety Assessments	6 Years from time of assessment
c. Details of Injuries or Accident Reports/Records	6 Years from time of accident occurring
d. Personnel and employment records/details of terms & conditions including: <ul style="list-style-type: none"> <li>• Appraisal records/objectives/performance reviews or targets agreed.</li> <li>• Development/training needs and records of completed activities.</li> </ul>	10 Years after employee has left employment
e. Pay & Benefits information (Inland Revenue requirements)	7 Years after employee has left employment
f. Disclosure Certificates	No longer than 6 months

#### **4. Financial Information**

All financial information – including Gift Aid declarations

Retention period ranges from between six years to ten years from the end of the Financial Year in which the transaction was made.