



# JSENSE

## Records Retention Policy and Schedule

First Written: Aug 2023	Last Reviewed: Aug 2023	Next Inspection: September 2024 Next Review: September 2025
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JSENSE helpline is an independent and totally impartial and unbiased service.

## **RECORDS RETENTION POLICY**

### **1 Introduction**

1.1 This Retention of Records Policy has been approved by the Board of Trustees (the Trustees) of JSENSE. The Charity is registered with the Information Commissioner's Office with registration number 1151197.

1.2 This 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.

1.3 This policy is required to support the organised creation, retrieval, appropriate storage and preservation of the Charity's operational 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 but not necessarily limited to:

- legal requirements
- storage costs
- the Charity's need to access the document
- historical value
- industry standards or best practice.
- archival needs (permanent preservation).
- decision by senior management (in the absence of guidance on the above)

### **2 Scope of the Policy**

2.1 This policy encompasses:

- records created by or on behalf of the Charity and staff in their duties for the Charity
- records received by any member of staff in the Charity
- hard copy and electronic records including but not necessarily limited to 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:

- only keep information for as long as there is a genuine need
- keep records secure, whether electronic or paper
- ensure records are retrievable and easily traced
- allow a person access to information held about them, should they request it by making a Data Subject Access Request (DSAR).

3.3 It follows that the Charity must:

- destroy papers and electronic data for which there is no continuing genuine need and send papers that cannot be destroyed to archive for as short a time as possible
- keep data secure while it remains in any office
- keep track of where information is stored
- continue to apply these good practices to avoid stockpiling papers in the future

## 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 accessed, disposed of or released as the Charity sees fit or as required by law.

4.3 Responsibility for depositing and disposing of archive records in accordance with this policy lies with individual staff members. It is their responsibility to ensure that complete and accurate records are retained in line with legislative requirements, this policy and agreed best practice.

## 5. Record Keeping

Records will 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 reviewed 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 personnel name and role. The decision of the information asset owner will be countersigned by Sam Salomon (Chair of Trustees).

## 6. Secure Disposal

All deleted records will be disposed of in a secure manner. In the case of paper records, these will be shredded and all information passed through confidential waste, which is then disposed of in a confidential manner. No shredded paper records will be passed through the general paper disposal process. In relation to electronic records these will be irretrievably deleted.

**Date of Policy: 14.8.23**

## RECORDS RETENTION SCHEDULE

Type of Information	Retention Period	Data Owner
Information connected to donations – not including those who have expressed interest in leaving a gift to JSENSE	Retained for 10 years from the donors last gift	Sam Salomon (Chair Trustees)

Supporter Information	Personal	Retained for 10 years from the donors' last gift	Sam Salomon (Chair of Trustees)
Name and address of people who have asked not to be contacted again		Retained for 6 years	Sam Salomon (Chair of Trustees)
Records of Donors expressed interest in leaving a gift in their Will to JSENSE		Retained until they expressly state they will not be leaving such a gift and are also not actively giving/engaging with the charity in other ways, OR until 7 full financial years have elapsed from our notification of their death.	Sam Salomon (Chair of Trustees)
Information required for purpose of legacy administration	required for gift	Retained for 7 years after the date the file was closed and 12 years after the date the file was closed for any disputed legacies. Will Trust files remain open until all of the income distributions have been received, and then will be deleted 7 years after closing of the file.	Sam Salomon (Chair of Trustees)
Grants Beneficiary	Casework and	Data reviewed after 3 years. Information connected to beneficiaries retained for a maximum of 5 years after the end of service delivery relationship.	Sam Salomon (Chair of Trustees)
Gift Aid records		Retained for 6 years from donors last gift	Sam Salomon (Chair of Trustees)