



# Claygate Village Hall Association

Registered Charity No: 305007

## Records Management Policy

### 1. Purpose

The purpose of this document is to set out the policy agreed by the Trustees of the Claygate Village Hall Association (CVHA) for the storage, retention and disposal of the all of the data it uses. It is aligned to the CVHA Data Protection Policy in respect of personal data.

### 2. Background

The Association accumulates information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document, both on paper (hard copy) and electronically (digital). For the purpose of this policy the terms 'document' and 'record' refer to both of these.

At the time of writing, documents are held by individuals and circulated mainly via email. Currently, printed copies may be made by anyone receiving the documents and held by them indefinitely. The intention is to move to a central system for storing electronic copies that removes the need for individuals to retain documents on their own devices or in their homes for extended periods. The development of this policy is the first step towards a more efficient and effective records management system.

Records created and maintained by the Association are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Association's work and are necessary to ensure it can demonstrate accountability and legal compliance so must be kept for at least 7 years.

In contrast to the above the Association will not retain documents longer than is necessary. Timely disposal will be undertaken to ensure compliance with the General Data Protection Regulations (GDPR) so that any personal information included is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

### 3. Scope and Objectives of the Policy

The aim of this document is to provide a working framework to determine for each document how it is :

- Retained – where and for how long; and
- Disposed of – when and by what method.

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.

- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Association business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

Records will not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed, the disposal may need to comply with the General Data Protection Regulations

#### 4. Document Classification and Responsibilities

The Management Committee is responsible for determining the classification of documents and will undertake a review of documentation at least every 3 years to ensure that any unnecessary documentation being held is disposed of in accordance with the table below.

Records handled by the CVHA will fall into one of the following categories depending on what the information pertains to:

**Governance-related**– these are usually the responsibility of the Secretary and include those associated with meetings, reporting, decision-making, constitution/scheme, deeds, claims, policies and procedures. It is unlikely to contain personal data as defined by GDPR.

**Finance-related** – these are usually the responsibility of the Treasurer and include documents associated with payments such as energy bills, invoices, paying-in books, accounts and submissions.

**Lettings-related** - these are usually the responsibility of the Lettings Manager and include documents associated with hiring the hall such as Terms and Conditions, correspondence, incident reports, agreements. It is likely this will include personal data relating to hirers as defined by GDPR

**Building-related** – these are usually the responsibility of the Hall Manager and include project plans, building maintenance plans, quotations, instruction booklets, guarantees etc.

In addition to these responsibilities, all Trustees and Officers are responsible for returning or disposing of any paper or digital copies which they hold when they step down from their role.

Within the above categories, data can be classified based on its importance/value to the Association. This classification will change over time and it is anticipated that at some stage electronic storage will be the only requirement. In general, the availability of the data is more important than its confidentiality since transparency requires much of it to be shared publicly.

Such classifications are:

**Personal** – anything which includes names with additional information such as address or phone number which identifies the individual.

**Historic** – anything which is of historic interest only, currently only paper documents

**Critical** – anything which is evidence of the work of the Trustees

**Important** – anything which would be considered detrimental if destroyed or fell into the wrong hands but the impact on the operation of the Association would not be unduly affected.

**Dispensable** – anything which is useful to have but is likely to exist in an alternative form and would have little impact if lost or destroyed e.g. Agendas, promotional material

<b>Document Classification</b>	<b>Where it will be held</b>	<b>Retention</b>	<b>Method of Disposal</b>
Personal (as defined by GDPR)	Paper originals will be placed in a locked fireproof safe in the VH	6 years	Shredding
	Paper copies can be held in individual's homes	2 years	Shredding
	Digital originals will be held on password protected laptops then CVHA Sharepoint	20 years and backed up	Using specialist software (eg Eraser)
Historic	Paper originals will either be archived with Surrey County Archives (SCA) or placed in a locked fireproof safe in the Village Hall (VH)	Indefinite	Originals will not be destroyed;
	Paper copies/photocopies	1 year	To be reviewed on a case by case basis
	Digital versions (including scans)	Indefinite and backed up	These will not be destroyed
Critical	Paper originals will be placed in a locked fireproof safe in the VH	20 years	Shredding
	Paper copies can be held in individual's homes;	1 year	Shredding
	Digital originals will be held on password protected laptops then CVHA Sharepoint	20 years and backed up	Using specialist software (eg Eraser)
Important	Paper originals will be filed in a locked room & cabinet in the VH	7 years	Placing in Recycling Dustbin or Shredding if personal details are included
	Paper copies can be held in individual's homes;	7 years	Place in Recycling Dustbin
	Digital originals can be held on password protected laptops then CVHA Sharepoint	7 years and backed up	Delete and empty Recycle Bin
Dispensable	Paper originals and copies can be held in individual's homes;	1 year	Placing in Recycling Dustbin or Shredding if personal details are included

Document Classification	Where it will be held	Retention	Method of Disposal
	Digital originals & backups can be held on password protected laptops then CVHA Sharepoint	2 years	Delete

Digital versions include data held in various formats. For example, but not limited to, Word documents, Excel spreadsheets, PowerPoint presentations, emails, pdf files, photo images (.jpg, tif etc.).

## 5. Document Retention Protocol

As a charity the CVHA will put in place an adequate system for documenting the activities of its service. This system will take into account the legislative and regulatory environments to which it works.

Records of each activity will be complete and accurate enough to allow trustees, officers and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the charity by anyone so authorised.
- Protect the legal and other rights of the Association, its Trustees, Officers and hirers and any other persons affected by its actions.
- Comply with GDPR.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

To facilitate this the following principles will be adopted:

- Records created and maintained will be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need to be retained will be stored as set out in the table above depending on category & classification

## 6. Review Period for this document

This policy will be reviewed by the Trustees every 5 years or when new legislation or events require it to be updated.

## 7. Document Inventory and Naming

The full list of the Association's documents with their category & classification can be found in a separate document: 'Document Index vn.n.docx'. This will be updated regularly by the Secretary.

Electronic documents will be created using a template where possible and will be given a name including the version number.

All document templates will include a version number and date in the footer and Page n of n to ensure completeness.