



Title of policy: Data Retention Policy

Unique ref number: CEOP02

Directorate: Office of the CEO

Department: Data Protection

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1. Purpose:

Guide Dogs holds a significant amount of records and documents both hard copy and electronically, much of which is personal and sensitive in nature. The purpose of this policy is to ensure that these records and documents are protected, maintained and that records that are no longer required by Guide Dogs or are of no value are discarded at the appropriate time; and in accordance with statutory requirements and best practice. Good record management is based on the principles of regular review and controlled retention or destruction of information.

2. To whom the policy applies:

This Policy is also to assist individuals (meaning any staff member, volunteer, supplier or contractor working on behalf of Guide Dogs) to understand their obligations in retaining electronic documents – including but not limited to, email, web files, text files, sound and video files, photographs, PDF documents and all Microsoft Office or other formatted files.

3. Main principles:

Guide Dogs' aim is that a record is managed and maintained in such a way that it:

- Meets all internal business needs
- Protects Guide Dogs, its staff and volunteers against all external demands for information
- Is compliant with all regulatory and statutory requirements
- Is capable of providing primary or secondary evidence in a court of law
- Is kept and maintained/stored in the most economical way consistent with the above objectives
- Is accessible
- Is disposed of in a way which is capable of audit and meets environmental and other requirements including Guide Dogs' data security requirements

4. Responsibilities:

The Data Protection Officer of Guide Dogs oversees the administration of this policy.

All staff, contractors and volunteers that have contact with Guide Dogs data have a responsibility to implement the Policy. Advice and guidance is available from the Data Protection Officer.

Guide Dogs will provide training, supervision and line management.

5. Monitoring:

Legislation and Guidance that underpins the Data Retention Policy, Procedures and Processes.

- General Data Protection Regulation (GDPR)
- Data Protection Act 2018

6. Related documentation:

[Data Retention Procedure](#)

7. Document information:

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- Job Title: Data Protection Officer
- Author: Linda Jackson
- Job Title: GDPR Data Manager
- Approved Date: May 2018
- Last Reviewed Date: May 2018
- Review Frequency: Annually
- Next Review Due: May 2019

8. Version control table:

Please note the table below contains 2 rows and 5 columns. Other rows may be added as required.

Version No.	Detail of change / sign off	Author / Name	Position	Date
1.0		Linda Jackson	GDPR Data Manager	15/05/18

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