



## West Oxford Community Association CIO

### Data & Record Retention Policy

Approved by WOCA Committee: March 2018  
Date of next review: May 2021

#### Introduction

West Oxford Community Association (WOCA) CIO is obliged as an organisation to protect the integrity and confidentiality of personal data held by us with regard to our members, customers, and employees. Individual employees also have that obligation, and must avoid unauthorised disclosure of data whether it is oral, printed, hand-written, or computer based.

#### Retention

Data and records should not be kept for longer than is necessary. This principle finds statutory form in the Global Data Protection Regulation (GDPR) EU Regulation 2016/679, which requires that personal data shall be “kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed”.

No data file or record should be retained for more than five years after it is closed unless a good reason for longer retention can be demonstrated (see below). It is to be emphasised that the period of five years is a maximum period. It may well be appropriate having regard to the nature of the record to opt for a shorter period.

After the retention period prescribed above has expired, some records may be kept for a longer term or permanently for historical, scientific or statistical purposes, or for reasons that are in the public interest. This may be because they preserve evidence of the origin, development; or other reasons for longer retention which include the following:

- Statute requires retention for a longer period.
- The record contains information relevant to legal action which has been started or is in contemplation.
- Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.
- The record should be archived for historical or a research purpose, e.g. the record relates to an important policy development or relates to an event of local or national purpose.
- The records are maintained for the purpose of retrospective comparison.
- The records relate to individuals or providers of services who are judged unsatisfactory.
- The individuals may include WOCA CIO employees who have been the subject of serious disciplinary action.

Any record kept for a longer term or permanently for any of the reasons above or otherwise will be kept in line with the appropriate technical and organisational measures as required by the GDPR in order to safeguard the rights and freedoms of individuals.

#### Destruction and Disposal

Documents will be disposed of as outlined in WOCA CIO's Data Protection Policy

Appendix 1 - Disclosure and Barring Service Disclosures Certificates and Disclosure Information

## **Appendix 1**

### **Disclosure and Barring Service Disclosures Certificates and Disclosure Information.**

#### **General principles**

As an organisation using the Disclosure and Barring Service (DBS) service to help assess the suitability of applicants for positions of trust, West Oxford Community Association CIO complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the GDPR and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

#### **Storage and access**

Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Electronic disclosure information will be kept on a secure electronic password protected system.

#### **Handling**

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

#### **Disposal**

Documents will be disposed of as outlined in WOCA CIO's Data Protection Policy. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates, and the details of the recruitment decision taken. These records will be subject to the data and record retention policy.