

## **RECORD KEEPING AND RETENTION POLICY**

### **1. Purpose of this document**

This policy is intended to identify all reasonable steps that Trustees, Officers and members of the Association of British Paediatric Nurses (abpn) as a Registered charity must take to ensure the privacy and legal storage of all data collected to protect both the association and members

*A record is defined in the Records Management British Standard BS ISO 15489 as "Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business".*

### **2. Abpn Governance & Development Group (G&D) have key responsibilities** for ensuring timely management of risk, ensuring compliance with prevailing Legislation and agreed policies, governing

- 2.1 the maintenance of records,
- 2.2 storage of information,
- 2.3 retention of documents
- 2.4 erasure or anonymising records.
- 2.5 destruction or archiving of information
- 2.6 periodic review of data held by the abpn

### **3 General Principles**

- 3.1 Abpn documents should, depending on importance, be retained for 5 or 10 years,
- 3.2 All structured information management systems that store records containing personal identifying information must be managed in accordance with this policy.
- 3.3 The default action to be taken at the end of the retention period is the secure destruction or deletion of the record
- 3.4 Exceptions to this are where the retention period has been considered and the record is ascribed as "permanent" (i.e. the record will never be destroyed), for public interest or historical purposes.
- 3.5 Only one copy of each record needs to be kept for the full length of the retention period. Duplicate and secondary copies should be destroyed as soon as they are no longer of immediate operational use.
- 3.6 Where a record contains personal identifying information the retention periods stated in this schedule are mandatory requirements and must be followed unless a specific exception has been approved by the Information Governance Officer.
- 3.7 Emails that constitute a record which needs to be retained, including those containing personal data, must be stored in an appropriate filing system relevant to their confidentiality.
- 3.8 Shared drives or other unstructured information storage solutions (including cloud-based storage) used to store any abpn record should be managed in accordance with this schedule, and where those records contain personal data information the retention periods must be followed.

#### 4. Record retention schedule

<b>Type of record</b>	<b>Retention period</b>
Financial audits retained	10 years
Original financial records	10 years
Contracts	20 years
Publications and promotional materials	whilst current and considered for retention in archives
Legal advice/documentation	20 years / permanent
Correspondence (emails/letters)	No longer than 5 years
Annual report	5 years and then archive
Personal data	GDPR state no longer than needed
Complaint / incident	10 years

<b>Date created / updated</b>	<b>Date for review / updating</b>
March 2023	April 2025
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