



# **Streetfield Mews Information and Documentation Retention Schedule**

Date of Committee Approval:	1 February 2021
Date of Issue:	2 February 2021
Date of Next Review:	1 February 2023



## **1. Introduction**

Streetfield Residents Society Limited (the **Company**) recognises that the efficient management of its records is necessary to comply with its statutory obligations and to contribute to the effective overall management of the organisation. This document provides the policy framework through which this effective management can be achieved and audited.

## **2. Scope**

This policy applies to all records created, received or maintained by the Company in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Company and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

## **3. General Data Protection Regulations (2018)**

The General Data Protection Regulations govern the processing of personal data. The regulations place obligations on organisations to ensure compliance with a framework which sets out the rights of individual data subjects, the legal basis under which data may be held and a requirement to not retain data for longer than absolutely necessary. Full details of the Company's policy on the regulations are set out in the Company's GDPR Data Protection and Breach Policy.

## **4. Electronic Records**

The storage and retention of digital information will be handled on a day-to-day basis by the Company's Data Protection Officer, ensuring that records are held securely, backed-up on suitable systems, archived when necessary and checked regularly for ease of retrieval when required.

## **5. Disposal of records**

- 5.1 When the period of retention has expired records will be disposed of safely and securely and in a way that ensures confidentiality. Particular regard must be paid when disposing of records containing personal data. The records will be completely destroyed by shredding paper, cutting up CDs and similar items and dismantling and destroying hard drives. Non-sensitive papers will be bundled and disposed of to a waste paper recycling merchant.
- 5.2 A record will be kept of records which have been destroyed.
- 5.3 Paragraph 5.2 shall not apply to ad hoc digital and physical lists, provided they are destroyed in accordance with Paragraph 5.1.

**Document Retention Schedule**

<b>Shareholder Register</b>		
<b>File Description</b>	<b>Retention Period</b>	<b>Action at end of retention period</b>
Contact Details	Lifetime of the company + 12 months.	Secure Disposal

  

<b>Director Register</b>		
<b>File Description</b>	<b>Retention Period</b>	<b>Action at end of retention period</b>
Contact Details	Lifetime of the company + 12 months.	Secure Disposal

  

<b>Resident Register</b>		
<b>File Description</b>	<b>Retention Period</b>	<b>Action at end of retention period</b>
Contact Details	Date of moving out of Streetfield Mews + 12 months.	Secure Disposal

  

<b>Service Charge Tracker</b>		
<b>File Description</b>	<b>Retention Period</b>	<b>Action at end of retention period</b>
Contact Details	Date of individual ceasing to be a shareholder + 12 months.	Secure Disposal