

CONTENTS

Page

1.0	INTRODUCTION.....	1
2.0	DATA RETENTION & DISPOSAL SCHEDULE.....	1
3.0	RECORD DISPOSAL & ARCHIVING LOG	2
4.0	POTENTIAL LEGAL ACTION / CLAIMS.....	2

1.0 INTRODUCTION

This document sets out the Outcomes First Group’s policy regarding the retention, archiving and disposal of records and electronic documents and should be read in conjunction with the [Data Protection Policy](#).

The purpose of this policy is to ensure that necessary records and documents, including hard copy and electronic data (and other formats in which personal data can be held) are adequately protected and maintained and to ensure that data that is no longer needed by the Outcomes First Group or are of no value are discarded/destroyed at the proper time and manner.

Implementation: This policy is for the purpose of aiding employees to understand their obligations in relation to retaining all records, whether hard copy or electronic, including e-mail, web files, text files, sound and movie files, PDF documents and all Microsoft Office or other formatted files.

It is the responsibility of all managers to ensure that all staff are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the [Compliance with Regulations & Legislation Statement](#). It is based on guidance published by the Information Commissioner’s Office (ICO) on the General Data Protection Regulations 2018.

2.0 DATA RETENTION & DISPOSAL SCHEDULE

The [Data Retention & Disposal Schedule](#) is approved as the initial maintenance, retention and disposal schedule for data records, (physical and otherwise) for all services in the Outcomes First Group and the retention and disposal of electronic documents.

The Data Retention & Disposal Schedule is organised under the following headings:

- A. Finance & Corporate
- B. Human Resources
- C. Health & Safety
- D. Children’s Care
- E. Adult’s Care
- F. Schools
- G. Foster Care

Senior Management and Departmental Leads are responsible for the implementation of processes and procedures to ensure that the guidelines contained in the [Data Retention & Disposal Schedule](#) are followed.

The Data Protection Officer and Data Protection and Regulatory Compliance Team are authorised to make modifications to the Data Retention & Disposal Schedule from time to time to ensure that it remains compliant with all relevant legislation and includes the appropriate document and record categories required to provide effective guidance to Group services.

3.0 RECORD DISPOSAL & ARCHIVING LOG

Where records are securely destroyed or archived in accordance with timeframes set out in the *Data Retention & Disposal Schedule*, a clear record must be kept to evidence compliance with this legal requirement. The *Record Disposal & Archiving Log* should be used for this purpose, with a new template set up each calendar year and maintained by services and individual departments. Current and previous Logs should be available for inspection as part of Data Audit processes.

4.0 POTENTIAL LEGAL ACTION / CLAIMS

In the event that the Outcomes First Group is served with a request for documents (subject access request) or any employee becomes aware of a governmental investigation, litigation or audit concerning the Outcomes First Group, they must inform the Data Protection and Regulatory Compliance Team (data.protection@ofgl.co.uk). Any further disposal of documents must be suspended until consultation can be completed with the Data Protection Officer and senior management team.