**GDPR Documentation – Data Retention Policy WPCS**

## Purpose

The purpose of this policy is to ensure documents, files and records essential to the operation of Work Place Chaplaincy Scotland are maintained, protected and when no longer required, deleted, erased or destroyed. This policy is also a guide to the employees or volunteers of Work Place Chaplaincy Scotland in understanding their obligations in retaining paper and electronic documents e.g. emails, text and web files.

## Policy

This policy represents Work Place Chaplaincy Scotland’s, policy regarding the retention and disposal of records and the retention and disposal of electronic documentation.

## Data Retention Schedule

The data held by Work Place Chaplaincy Scotland has been broken down into the following categories to assist in understanding the retention schedule.

1. Accounts & Finance 7 years (by law)
2. Customer contracts 7 years (by law)
3. Corporate records Indefinitely retained
4. Electronic documents e.g. Pdf & Word Indefinitely retained
5. Insurance records 7 years (by law)
6. Legal records Indefinitely retained
7. Payroll 7 years (by law)
8. Pension 7 years (by law)
9. Personnel records Indefinitely retained
10. Tax records 7 years (by law)

## Retention Conditions

Paper – All records that are kept are archived in suitable file boxes and stored in a secure area within the premises of Work Place Chaplaincy Scotland.

Electronic – All records that are kept are stored on the fileserver and backup media. The fileserver is password protected and located in secure location/s with only key staff granted access.

## Destruction/Deletion

Paper – Once any documents have reached their retention limit, they are then shredded securely and disposed of responsibly. A periodical review of archive material is carried out annually to ensure that the retention policy is adhered to.

Electronic – At the moment Work Place Chaplaincy Scotland keep all electronic data indefinitely. The nature of the business dictates that regular data searches may be necessary using dated information.