

Document Name:	Data Retention Policy
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Approved by the Board of Trustees on:	
Review Schedule	Every three years
Next review due	July 2026
Owner (Responsibility)	Mike Griffin, Chief Executive
Pass amendments to:	Fundraising and Communications Officer
Revision History	25 July 2023
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Document Description
 This Policy document encompasses all aspects of security surrounding confidential company information and must be distributed to all company employees. All company employees must read this document in its entirety and sign the form confirming they have read and fully understand this policy. This document will be reviewed and updated by Management on an annual basis or when relevant to include newly developed security standards into the policy and re-distributed to all employees and contractors where applicable.

Implementation and Quality Assurance
 Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every three years by the Chief Executive and Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy please contact Mike Griffin, mikeg@twam.uk or at Tools with a Mission, 2 Bailey Close, Hadleigh Road Industrial Estate, Ipswich, IP2 0UD 01473 210220.

Data Retention Policy

The time that documents and electronic data are retained will depend on what the document is and also any current legislation regarding the retention period.

General documents retention period:

- Minutes books/files will be kept forever. These are legal documents and must not be destroyed. These will be kept in a secure cabinet/storage.
- Title deeds, leases, agreements etc will be kept whilst the organisation owns/occupies property/land. These will be kept in a secure cabinet/storage area.
- Insurance documents, Certificates of Employer's Liability and Public Liability will be kept as required by law which is currently 40 years.

Statutory accounts and all supporting paperwork:

- Statutory accounts and all supporting documentation are to be retained for six years plus the current year.

HR records retention period

Personnel file will be retained for eight years after employment terminates. This will include:

- Application forms
- References
- Sickness and leave records
- Statutory maternity pay records
- Annual appraisal records
- Redundancy details
- Promotion, transfer, training and disciplinary records

Records relating to accident or injury at work - forty years

Payroll records, P45 other HMRC documentation - six years plus current year

Application forms and interview notes for unsuccessful candidates - six months after notification.

Empowering people with the tools that create livelihoods and transform lives

Tools with a Mission, 2 Bailey Close, Hadleigh Road Industrial Estate, Ipswich, IP2 0UD

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