



# Data Archiving Policy

Brent Lodge Bird and Wildlife Trust, also known as Brent Lodge Wildlife Hospital

Last updated 31/05/18

<b>Charity</b>	Means Brent Lodge Bird and Wildlife Trust, a registered charity.
<b>GDPR</b>	Means the General Data Protection Regulation.
<b>Responsible Persons</b>	Means Robert Knight, Asha Park, Elizabeth Faulkner and Emma Pink

Under GDPR policies Brent Lodge Bird and Wildlife Trust have created a data archiving policy. All responsible persons are to ensure maximum compliance with themselves and to share this policy with people in their departments.

1. Archiving is defined as secured storage of documents and files accessible only by responsible users for the course of ordinary business.
  - 1.1 Paper records shall be archived in secured storage onsite locations and storage of such records is used in line with our destruction policy
  - 1.2 Once a paper document is no longer required to be stored once its legal compliance of storage has expired the documents will be destroyed with a certified GDPR shredder.
  - 1.3 Electronic files shall only be archived in accordance with our legal obligations relating to that file. All staff and Brent Lodge email account holders are required to periodically ensure all emails and files which are they not legally required to hold shall be permanently deleted.
  - 1.4 All electronic files are stored on password protected and encrypted devices.
2. The archiving period of a document both electronic and paper shall be defined and permitted by its head of department responsible for creating, using, processing, storing and finally destroying the document.

- 2.1 An archiving period of 1 month may be granted for documents both electronic and paper that have a short limited business purpose such as emails and to comply with industry requirements such as PCI
- 2.2 In some cases, an archiving period of years may be necessary for some types of documents both electronic and paper. An example of these currently is "Finders information" for legal wildlife "ownership" reasons and gift aid management. This document is designed to be reviewed annually by each department head ensuring that a maximum legal archive time is only used.
- 2.3 Once possibility conflicting legal requirements of data archiving have been reviewed this document will be updated to reflect and list all documents legally required to be securely archived.
- 2.4 In accordance with GDPR, anyone requesting further clarification about any data held will be directed to the relevant department head so the clarification can be answered and given quickly with that person being given full access to any data held once responsible checks have been answered.
3. After the archival period has expired, documents shall be destroyed by responsible persons in accordance with Brent Lodge Bird and Wildlife Trusts Data destruction policy.
  - 3.1 For the purposes of enforcing archiving in accordance with this policy and GDPR requirements each head of department is responsible for the documents types it creates, uses, stores, processes and destroys.
  - 3.2 From this date, it is of instruction from the General Manager that head of departments responsible for enforcing the retention, archiving and destruction of documents communicate this policy and it's enforcement to the relevant employees.

END OF POLICY