



Data Destruction Policy

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

Last updated 31/05/18

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

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

1. Destruction is defined as physical or technical destruction sufficient to render the information contained in the document irretrievable by ordinary commercially available means.
2. Brent Lodge Bird and Wildlife Trust shall maintain and enforce a destruction policy.
3. Paper documents will be shredded by a GDPR certified shredder
 - 3.1 Paper documents in archive storage shall be regularly reviewed by heads of department with a label clearly stating the destruction date of the document.
 - 3.2 Once that date has expired all information on that document shall be destroyed
4. Electronic documents are to be permanently deleted when their relevant use to the business has ceased. See Brent Lodge Bird and Wildlife Trusts Data archiving policy for more information
 - 4.1 Electronic information such as CD-ROM's, DVD's shall also be subject to shredding
5. Where possible two members of the responsible person list are to ensure they are present together when destroying data to ensure all policies are observed correctly.

6. Heads of departments shall be responsible for implementing this policy and ensuring that employees understand this policy and that they perform the processes and procedures to execute this policy.
7. This policy will be reviewed annually.
8. The General Manager shall audit all department heads annually to ensure that full compliance with this policy is kept.

END OF POLICY