

DOCUMENT RETENTION POLICY

Sunray for Children

Charity number: **1201206**

Registered address:
71–75 Shelton Street
Covent Garden
London
WC2H 9JQ
United Kingdom

Purpose

Sunray for Children recognises the importance of keeping organisational records for appropriate periods of time while ensuring that personal data and sensitive information are not kept longer than necessary.

This policy outlines how long different types of documents should be retained and how they should be securely disposed of.

Scope

This policy applies to:

- Trustees
 - Staff members
 - Volunteers involved in administrative or governance activities
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Types of Documents Retained

The organisation may retain documents relating to:

- governance and trustee meetings
 - financial records and accounts
 - safeguarding records
 - organisational policies and procedures
 - communication with families and service users
 - volunteer records
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Retention Periods

Sunray for Children will generally retain records for the following periods:

Financial records

Minimum of **6 years** in accordance with legal requirements.

Governance documents (trustee meeting minutes, policies)

Minimum of **6 years**.

Safeguarding records

Retained for an appropriate period depending on the nature of the concern.

Volunteer records

Retained for as long as necessary to support organisational activities.

General administrative records

Retained only as long as required for operational purposes.

Secure Disposal of Documents

When records are no longer required, they will be securely disposed of to ensure confidentiality.

Electronic records will be permanently deleted and physical documents will be securely destroyed.

Data Protection

All document retention and disposal practices comply with **UK GDPR and the Data Protection Act 2018**.

Policy Review

This policy will be reviewed periodically to ensure compliance with legal and regulatory requirements.

Approved by:

Dagmar Szabo

Chair

Signature:  _____

Date: 10.01.2023

Review date: 10.01.2024