



ANDERIDA ADOLESCENT CARE

DATA RETENTION POLICY

(to be read in conjunction with the Data Protection Procedure)

Anderida Adolescent Care complies with the Data Protection Act 2018 and is registered with the Information Commissioners Office.

A retention policy helps to track and control Anderida records, confidently enables the disposal of records no longer required and ensures that the records that are needed are stored correctly. It is also vital in supporting compliance with legal and regulatory requirements.

STORAGE OF RECORDS

Confidential files are kept within locked cabinets in the home and at Head office. Digital recordings are protected by complex passwords held in a locked cabinet at a home and at the main office. The requirements of the Data Protection Act regarding accurate recording are met in this way.

DATA BACKUP POLICY

Full and incremental data backups should be performed on a regular basis for young people's records and files that are irreplaceable, have a high replacement cost, or are considered critical. Backup media will be stored in a secure, geographically separate location from the original data (cloud technology) and isolated from environmental hazards.

DIGITAL STORAGE AND PROTECTION

Fitting and appropriate measures are in place relative to the scale of our organisation to best protect all PCs and digital devices from viruses and attacks. Antivirus software is continually updated and monitored, and spam filters are set on users' emails.

FOR CURRENT YOUNG PEOPLE

Whilst young people are in our care their paperwork, daily recordings, etc are stored on a cloud-based system which can be accessed only by Directors, staff working at the particular home and Head Office (for editing and forwarding purposes). All paperwork is stored in this way along with any hard copies which are kept locked in the office of the particular home until the young person leaves Anderida Adolescent Care.

YOUNG PEOPLE LEAVING

When young people leave Anderida, their digital record is removed from the homes cloud storage and is saved to an individual USB whilst also being saved to an individual named folder on an external hard drive which is kept solely for the purpose of storing ex Young People's records. A digital copy is also kept on the archive server (as a further back up) which can only be accessed by the Admin Director and Office Manager. The individual USB's and external hard drive are kept in a locked cabinet/safe in the Admin Director's room at Head Office. Any hard copies of paperwork are scanned and filed on to the same individual USB and folder on the external hard drive.

HOMES DOCUMENTATION

Any documentation from the homes is scanned and filed on a separate hard drive and kept for the statutory/recommended retention period. This would include Accident Reports, Fire Logs, Daily Logs, Comms Books, Health & Safety records, COSSH, Staff meetings, vehicle logs, Restraint, Consequence and Safeguarding records etc. Where these are hard copies (bound books) these are stored in locked cabinets at Head Office. Any paper or digital copies are stored on the separate hard drive in folders for each individual home.

FINANCIAL INFORMATION

Financial information is kept in line with regulatory retention periods and is stored at Head Office. Copies of Company Accounts are kept both in digital form and as hard copies.

PERSONNEL RECORDS

All staff members have a hard copy personnel file which is stored in locked cabinets in the Admin Director's office at Head Office. When a staff member leaves, these are consolidated, scanned and filed digitally on a separate hard drive within a named folder. This hard drive is then kept in a locked cabinet/safe in the same office. The only access to this is for Directors or admin staff (once permission has been granted) as and when necessary. A further copy is filed digitally on the archive server which is only accessible by the Admin Director and Office Manager.

DBS information is stored digitally on the company server and can only be accessed by the Admin team and Directors of the organisation.

Following inclusion on the appropriate hard drive/USB/archive server, all paper copies of documentation are shredded securely by administrative staff before disposal.

CURRENT GUIDELINES ARE AS BELOW:

YOUNG PEOPLE'S PAPERWORK/DETAILS

DOCUMENT	RETENTION PERIOD	ANY OTHER INFORMATION
Young Persons Files	Seventy-five years from the date of the young person's birth.	These are backed up on a hard drive and held on a separate digital key, as well as a copy on the company server in the archive file. Both paper and digital versions of young people's paperwork are scanned and stored as above.
Schedule 4 Record	Kept for 15 years from the last date of entry	This is kept digitally

STAFF PAPERWORK/DETAILS

DOCUMENT	RETENTION PERIOD	ANY OTHER INFORMATION
Application forms and notes for unsuccessful candidates	6 months	
Wages	6 years after the relevant tax year	All personnel records are kept for 6 years
Sickness, Sick Pay, Paternity Leave	3 years	All personnel records are kept for 6 years
Maternity Leave	3 years	All personnel records are kept for 6 years
DBS	6 months	Information on the DBS Certificate is held digitally.
Personal Files	6 years after employment ceases	All personnel records are kept for 6 years
Training Files	6 years after employment finishes	All personnel records are kept for 6 years
Medical Certificates	3-5 years recommended	All personnel records are kept for 6 years
Staff Records/Disciplinary Records	To be held on file for a maximum of six years once a member of staff has left employment with Anderida	All personnel records are kept for 6 years
Redundancy	6 years from the date of statutory	All personnel records are kept for 6 years
Schedule 4 Record	Kept for 15 years from the last date of entry	This is kept digitally

OTHER PAPERWORK/RECORDS

DOCUMENT	RETENTION PERIOD	ANY OTHER INFORMATION
Children's homes other records	The Children's Homes other records shall be retained for at least 15 years from the date of the last entry	
Accident Books/Reports	3 years	
Electrical Testing	3 years	
Fire Safety	3 years	

