



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 stored securely on Sharepoint cloud storage, with strictly controlled permissions to ensure information is restricted and accessed only by those who need to. Any hard copies of files and documents are kept within locked cabinets in the homes and at Head office. Digital recordings are protected by ensuring complex passwords are in place and any shared documents are sent using the internal email system managed by Focus IT Solutions. 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 and data in encrypted.

The requirements of the Data Protection Act regarding accurate recording are met in this way.

FOR CURRENT YOUNG PEOPLE

Whilst young people are in our care, documents relating to them are recorded and stored using both Clearcare and Sharepoint cloud-based systems. These recordings are accessible via a user permissions-based system and only via authorisation linked to Anderida Care Microsoft email accounts. Documents relating to young people are accessed only as needed and by Directors, staff working at the particular home and Head Office. Any hard copies of documents are either scanned into the young person's file on Sharepoint, or retained on a hard-drive kept locked in the safe at Head Office.

YOUNG PEOPLE LEAVING

When young people leave Anderida, their Sharepoint file is moved into the home's 'Ex residents' folder for the duration of the period of outreach. After this time, the folder is restricted and accessed only by the directors and administration team as required. All data stored on Clearcare is restricted to admin staff only. In the event that the agreement between Anderida and Clearcare ceased then the young people's files will be exported from Clearcare and save to Sharepoint.

HOMES DOCUMENTATION

Any documentation relating to the homes is stored securely on Sharepoint and Clearcare. Data is restricted and accessed on a user permissions-based system and retained for the statutory/recommended retention period. This would include Accident Reports, Fire Logs, Daily

Logs, Comms Books, Health & Safety records, COSHH, 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.

FINANCIAL INFORMATION

Financial information is kept in line with regulatory retention periods and is stored at Head Office in locked filing cabinets and within Sharepoint and Xero accounting software accessed via password protected devices by restricted personnel. Copies of Company Accounts are kept both in digital form. Hard copies of all documents relating to finances are maintained by the Finance Officer and stored securely in locked filing cabinets.

PERSONNEL RECORDS

All staff members have a digital personnel file located on Sharepoint and accessed only by the administration team and Directors. Restricted personnel files are accessed by the office manager and team leaders. When a staff member leaves the organisation these are moved to an 'Ex-staff' folder and reviewed on a 6 year rotation in line with the below data retention guidance.

DBS information is stored digitally on Sharepoint and can only be accessed by the Admin team and Directors of the organisation. DBS certificates are not held on file.

CURRENT GUIDELINES ARE AS BELOW:

YOUNG PEOPLE'S INFORMATION

| DOCUMENT | RETENTION PERIOD | ANY OTHER INFORMATION |
|---------------------|--|---|
| Young Persons Files | Seventy-five years from the date of the young person's birth. | Sharepoint and Clearcare for current residents. All data for past residents to be exported from Clearcare and saved in Sharepoint. |
| Schedule 4 Record | Kept for 15 years from the last date of entry | Sharepoint |

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 |

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|------------------------------------|--|---|
| 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 | Clearcare/Sharepoint |
| Accident Books/Reports | 3 years | |
| Electrical Testing | 3 years | |
| Fire Safety | 3 years | |