

Community Bike Kitchen CiC

Reviewed 31.03.2021

reviewed every two years – next review 31.03.2023

Data Protection & Records Management Policy

Community Bike Kitchen CiC commitment to Records Management is expressed by its records management policy. This policy embraces all records of Community Bike Kitchen CiC actions and activities in whatever format they exist.

1 Responsibility for record keeping

In the context of this policy, those with responsibility for keeping and managing Community Bike Kitchen CiC records include those full-time and part-time members of Community Bike Kitchen CiC staff, centrally managed and seconded into regional roles. This policy will also cover office-based volunteers, who may from time-to-time support the work of Community Bike Kitchen CiC nationally.

2 Exclusions

2.1 This policy does not cover the records management of local projects within the Community Bike Kitchen CiC network or those contractors who may work on behalf of Community Bike Kitchen CiC.

2.2 It is expected that local Community Bike Kitchen CiC projects and contractors will follow their own organisational policy guidance on the appropriate management and retention of records.

3 Creation of Community Bike Kitchen CiC records

3.1 Community Bike Kitchen CiC records will be created for a number of purposes including:

- Records of Human Resources matters relating to staff;
- Minutes of meetings and documentation relating to the running of the organisation;
- Financial records of transactions relating to income and expenditure;
- Records of activity for monitoring and evaluation purposes and in order to report to external funding bodies.

4 Storage of Community Bike Kitchen CiC records

4.1 There are a number of ways in which records can be kept including paper-based format, electronically on a server or computer hard-drive or on a device such as a USB memory stick.

4.2 In recognition of this range of storage methods Community Bike Kitchen CiC will adopt the following statements of principle for storage of records:

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- That records containing the personal details of staff or project participants will be stored securely either through password protection electronically or through the use of lockable storage for paper-based records.
- That personal records will not be kept on unsecured media, such as a USB memory stick.
- That Community Bike Kitchen CiC staff will periodically review the records for which they have responsibility and retain or destroy them as appropriate.

5 Retention of records

5.1 Records should be destroyed at the right time. Some records need to be kept for periods specified by law whilst others are covered by authoritative best-practice codes. For many more, however, retention is simply a matter of operational need. In any case, **destruction is irreversible** and retention decisions must be made with an awareness of the following factors:

- The requirements governing record-keeping by charitable organisations;
- The requirements of external funding bodies for record retention relating to funding bids;
- The operational benefit of retaining records e.g. for planning future activity;
- The future need for personal records e.g. for writing references for staff.

5.2 In cases of uncertainty, Community Bike Kitchen CiC staff will be encouraged to refer to the Director of Finance and Operations for guidance.

5.3 In line with best practice, the retention period for a record should be decided at its creation and records should also be appropriately dated.

5.4 Records should be destroyed in an appropriate manner. As many Community Bike Kitchen CiC records may contain sensitive personal information secure destruction (e.g. through shredding or confidential waste for paper records) is always recommended.

6 Document Retention Schedule

6.1 To assist staff within the organisation with the appropriate management of records relating to Community Bike Kitchen CiC work, the Director of Finance and Operations may choose to employ the use of a Document Retention Schedule (see Appendix 1).

Appendix 1

Nature of Record	How Long Kept?	Action at the End of that Period	Relevant Legislation (if any)	Reason eg, statutory requirement, best practice, audit, operational need
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1 Administration (This section relates only to records which do not form part of a specific service or matter)

Distribution Lists	Until updated	Destroy		Operational need
Databases	Until updated	Destroy		Operational need
General Administrative Records	Until no longer relevant	Destroy		Operational need
Spreadsheets	Until no longer relevant	Destroy		Operational need
Team Meetings	3 years	Destroy		Operational need
Websites - Working documents	3 years	Destroy		Operational need

2 Strategy & Performance

Service Plans	Until updated/amended	Destroy		Operational need
Disability Audit	Until next audit	Destroy		Operational need
Documents relating to Equality Development	Until no longer relevant or replaced	Destroy		Operational need
Performance Indicators	Until no longer relevant or replaced	Destroy		Operational need

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3 Key Projects

Project Documentation	2 years after completion of project	Archive if major project, otherwise destroy		Audit
Project Management Documentation	2 years after completion of project	Destroy		Operational need
Project Budget Documentation	2 years after completion of project	Destroy		Audit
Project Outputs	Retain as appropriate for output			Audit

4 Budget & Finance

Banking Records	3 years or, if storage space is a problem, at least until accounts are signed off by external audit for the year in question .	Destroy		Audit
Budget Notes & Working Papers				
Budget Monitoring				
Cash Collections & Petty Cash				
Debtors & Credit Documents				
Expenditure				
Internal Transfer				
Reconciliations				
Paid Invoices	7 years retain with CB	Destroy		VAT and Legal

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Payroll Records				
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5 European Funded Projects

Receipts, Invoices and project management documentation	Project contract specifies the date at which documentation can be destroyed.	Review Destroy		
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6 Purchasing - Minor Contracts - Below £50,000

Quotes				
Contract Management	Length of contract plus 1 year or longer as determined by warranty	Review/Destroy		
Contract Documentation				
Purchase Orders	1 year or longer as determined by warranty	Review/Destroy		
Stock Information	1 year	Review/Destroy		
Goods Received	Retained until receipt of invoice	Review/Destroy		
Delivery Notes				

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Unsuccessful tenders	18 months after all the following have happened or been considered: a)all payments under the contract have been made b) all of the requiremetns under the terms of the Contract have been succesfully carried out, and c) they are not likely to be required for inspection by external auditors	Destroy		
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7 Audit Records

External Audit	6 years	Review/Destroy		Audit
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8 Complaints

Complaints Files	3 years from final decision letter to complainant	Destroy		Operational need
Complaint Letters				
Investigation reports				
Ombudsman correspondence				

9 General Correspondence (not held as part of another file ie contract documentation)

Correspondence with Customers, letter/email/web	1 year but do not keep e-mails on PC/Laptop. If necessary, put hard copy on file.	Destroy		Operational need
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Correspondence
Enquiries

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10 Personnel

Personal Files Containing:-

Completed Appraisal Documents	In general individual Personal Files should be kept for 6 years from termination of employment	Review/Destroy		Legal
Health & Safety Records				
Job Descriptions				
Miscellaneous				
Recruitment Details				
Sickness Details				
Timesheets				
Training Records				
1 to 1 Notes	Keep for a minimum of 2 years, or longer if the individual is subject to ongoing capability management	Review/Destroy		Operational Need
Hours	2 years			
Rotas				
Holiday Details	End of following leave year			

Disciplinary Files

Disciplinary Reports	15 months or longer if the review period is set at a longer period	Review/Destroy		Legal/Operational
Disciplinary Findings				

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General Staff Information

Accident records	25 years for health& safety and occupational health records. Six years for the rest	Review/destroy		Legal/Operational
Health and Safety records				
Occupational Health records				
Policies and procedures	6 Years			
General Training Records				
General Sickness Records			Until updated	
Rotas	6 Months			

Health & Safety*

Risk Assessments	7 years.	Review/Destroy		Legal/Operational
Site Inspection Records				
Local Safety Practices				
Accident Statistics				
Asbestos Management Records	Permanently			

* If people have been accidentally exposed to high levels of asbestos or chemicals then relevant risk assessments, policies, procedures, inspection reports, health surveillance etc needs to be retained.

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