

6.2 Storage and Retention of Data

All data/information received by the DRCO scheme will be stored on the DRCO database in a locked office. Access to said data/information will be logged in accordance with procedures.

6.2.1 In the course of carrying various functions, Dover Partnership Against Crime creates and hold a wide range of recorded information.

Records need to be properly retained to enable DPAC to meet its business needs, legal requirements, to evidence events or agreements in the event of allegations or disputes and to ensure that any records of historic value are preserved.

The untimely destruction of records could effect:

- a. The conduct of DPAC's business
- b. The ability of DPAC to defend or instigate legal actions
- c. DPAC's ability to comply with statutory obligations
- d. DPAC's reputation

Conversely, the permanent retention of records is undesirable and disposal is necessary to free up storage space, reduce administrative burden and to ensure that DPAC does not unlawfully retain records for longer than necessary (particularly containing personal data).

Purpose

The purpose of this policy is to set out the length of time that DPAC records should be retained and the processes for disposing of records at the end of the retention period.

6.2.3. Scope

The policy covers the records listed in **Table A** irrespective of the media on which they are created or held including:

- any personal notes that may have been hand written as a result of telephone call received, dates, names, details, responses.
- Paper
- Electronic files
- Images

6.2.4 Destruction

Destruction should be carried out in a way that preserves the confidentiality of the record. Non-confidential records ie records that are clearly in the 'public domain can be placed in ordinary rubbish bins or recycling bins. Confidential information should be shredded or placed in confidential waste bin and collected by the approved operators. Electronic Files are to be wiped from the hard drive.

Any images and names provided by members on secure whatsapp group should be removed every 24 hours.

TABLE

Reference	Description	Disposal length
Accounts	Financial records	7 years
Meetings	Minutes - Board/AGM	7 years
Exclusions	Exclusion Notices	3 years
Whatsapp	Images and Names	Transferred to DPAC website and deleted from whatsapp group every 24 hours (weekday) 48 hours (if info collated over the weekend).
Website	Offender Profile Current	1 year
Website	Offender Profile extended	1 year