

## Record Retention Appendix

### Wellbeing Services

Record type	Retention period	Disposal method	Legal requirement
Referral Form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
1:1 Notes	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Group Registration and Notes	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Contact notes (telephone calls/emails, letters)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Feedback	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Supporting Documents (e.g. letters from GP's, interactions with other service providers)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Assessment	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Support Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan Review	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Support Plan Review	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Archive Closure Form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR

## Stepping Forward Services

Record type	Retention period	Disposal method	Legal requirement
Referral Form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
1:1 Notes	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Contact notes (telephone calls/emails, letters)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Feedback	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Supporting Documents (e.g letters from GP's, interactions with other service providers)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Assessment	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Support Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Archive Closure Form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR

## Hearing Voices Group Service

Record type	Retention period	Disposal method	Legal requirement
Referral Form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
1:1 Notes	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Contact notes (telephone calls/emails, letters)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Feedback	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Supporting Documents (e.g. letters from GP's, interactions with other service providers)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Assessment	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Support Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR

## ACE Services

Record type	Retention period	Disposal method	Legal requirement
Referral Form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
1:1 Notes	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Contact notes (telephone calls/emails, letters)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Feedback	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Supporting Documents (e.g. letters from GP's, interactions with other service providers)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Assessment	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Support Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Archive closure form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR

## Support 2 Recovery Services

Record type	Retention period	Disposal method	Legal requirement
Referral Form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Visit Record Sheets	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Contact notes (telephone calls/emails, letters)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Feedback	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Supporting Documents (e.g. letters from GP's, interactions with other service providers)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Assessment	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Support Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan Review	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Support Plan Review	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR

## Changing Lives Services

Record type	Retention period	Disposal method	Legal requirement
Referral Form	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
1:1 Notes	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Group Registration and Notes	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Contact notes (telephone calls/emails, letters)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Feedback	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Supporting Documents (e.g. letters from GP's, interactions with other service providers)	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Assessment	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Support Plan	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Safety Plan Review	6 years after closure from service	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR

## Training Services

Record type	Trigger event	Retention period	Disposal method	Legal requirement	Notes
MHFA Contact details forms		3 years	Shred/delete scans		Kept for evidence in the case of lost certificates
Online bookings		6 years from the end of the current financial year	Delete course files	Companies Act/ Charities act and HMRC	Payment records
Delegate lists		2 years from the date they were made	Delete files	the working time regulations	Attendance records
Associate trainers contacts & CVs	associate trainer leaves	6 years	Shred/delete files	Limitations Act 1980 and DPA 2018	HR records

## Campaigns and Community Projects

Record type	Retention period	Legal requirement	Disposal Method
Contacts for e newsletter	Removed upon request as conforms with CPSL Mind privacy policy	GDPR 2018 and the DPA 2018.	Deleted from server /mail chimp/ destroyed confidential waste
Campaign makers	Contacts will be removed upon request as conforms with CPSL mind privacy policy	GDPR 2018 and the DPA 2018.	Deleted from server/ destroyed confidential waste
Media consent forms	5 years after the last time they made contact.	GDPR 2018 and the DPA 2018.	Deleted from server /destroyed confidential waste If it is required
<b>Resilient Together</b>			
Southern fringe contacts list	Until 31 <sup>st</sup> December 2018	Contractual obligations	Deletion from the server and returned to the council upon demand at the end of the contract
Wisbech contact list	Until 31 <sup>st</sup> December 2018	Contractual obligations	Deletion from the server and returned to the council upon demand at the end of the contract
Quarterly Reports (which include names and stories from community members)	Until 31 <sup>st</sup> December 2018	Contractual obligations	Deletion from the server and returned to the council upon demand at the end of the contract



## Volunteering and Co-Production

Record type	Trigger Event	Retention period	Disposal Method	Legal requirement
Volunteer / Co-Production Team Personnel Files	Volunteer/ team member leaves	6 years	Shredded and deleted from Views and the server	Limitations Act 1980 and DPA 2018
Supporting Documents e.g. Letters, Session Notes	Volunteer/ team member leaves	6 years	Shredded and deleted from Views	Contractual Obligation, Data Protection Act 2018, GDPR
Supervision records	Volunteer/ team member leaves	6 years	Shredded and deleted from the Server	Contractual Obligation, Data Protection Act 2018, GDPR



Working across Cambridgeshire,  
Peterborough and South Lincolnshire

### Internal Communications

Record type	Trigger event	Retention period	Disposal method	Legal requirement
Historic Peterborough and Fenland Mind records	Merger with Mind in Cambridgeshire	6 years	Shredded and deleted from Server	Companies Act/ Charities Act and HMRC guidelines
Historic P&F employee and volunteer files		6 years	Shredded and deleted from Server	
Historic P&F service data		6 years after engagement with services ends	Shredded and deleted from Server and Richmond Database	independent of contractual obligations

## HR

Record type	Trigger event	Retention period	Disposal method	Legal requirement
Personnel Files (including payroll documents after employee leaves)	employee leaves	6 years plus the current year	shredded and deleted from the server	Limitations Act 1980 and DPA 2018, taxes management act
Unsuccessful job applications		6 months to a year	shredded and deleted from the server	disability discrimination act 1995, race relations act 1976. One year under the limitations act 1980
pension records including employer contributions	employee leaves	6 years plus the current financial year	shredded and deleted from the server	companies act, pensions act

## Finance

Record type	Trigger event	Retention period	Disposal method	Legal requirement
Payroll documents	employee leaving	Until employee leaves	Transferred to the employee's HR file	Taxes Management Act
Invoices (both Sage and paper copies)		6 years from the end of the financial year	Deletion and shredded	Companies Act/ Charities act and HMRC
Budgets		6 years from the end of the financial year	Deletion and shredded	Companies Act/ Charities act
Paperwork related to donations		6 years from the end of the financial year	Deletion and shredded	Data Protection Act 2018, GDPR, Charities Act 2016
maternity agreement and pay records	end date of the maternity leave	6 years from the end of the financial year	shredded and deleted from the server	statutory maternity pay regulations
records relating to working times		6 years from the end of the financial year	shredded and deleted from the server	the working time regulations
statutory sick pay records		6 years from the end of the financial year	shredded and deleted from the server	statutory sick pay (general) regulations

## Governance

Record type	Retention period	Disposal method	Legal requirement
Contracts and insurance documents	6 years (+ one year) after end of contract	Shredded and deleted from server	Limitations Act 1980
Contracts- under seal	12 years	Shredded	Limitations Act 1980
Leases	12 years after lease has terminated	Shredded and deleted from server	Limitations Act 1980
Deeds	Permanently or until property is disposed of	-	Limitations Act 1980
Meeting minutes (including those passing resolutions)	As long as the charity exists these records have to be retained	If the charity is dissolved the papers will be destroyed or retained in accordance with relevant legislation	Data Protection Act 2018 / GDPR, Companies Act 2006, Charities Act
Risk register	As long as the charity exists these records have to be retained	-	Best practice
Memorandum and Articles of Association	6 years after date superseded	Shredded and deleted from server	Companies Act 2006
Annual reports	As long as the charity exists these records have to be retained	-	Limitations act 1980

## Buildings and Facilities

Record type	Trigger Event	Retention period	Disposal method	Legal requirement
CCTV Footage	Footage taken	30 days	Automated deletion	Data Protection Act 2018
Fire Safety Checklist	End of the year in which checklist was filed	5 years	Confidential destruction and deleted from the server	Limitations Act 1980
H&S Reports	End of the year in which report was filed	5 years	Confidential destruction and deleted from the server	Limitations Act 1980
H&S Checklist	End of the year in which checklist was filed	5 years	Confidential destruction and deleted from the server	Limitations Act 1980
Accident Reports	End of the year in which report was filed	5 years	Confidential destruction and deleted from the server	Limitations Act 1980
Serious Incidents	Incident report is filed	6 years +1 year	Confidential destruction and deleted from the server	Limitations Act 1980