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## Electronic data retention policy template

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<b>Policy Details:</b>	
Policy Name:	Data Retention
Policy Category:	Information Policies
Policy Number:	COC-2016-0425
Policy Author:	It's Contact for policy related queries
Policy Author Name:	Tom Sparrow
Policy Owner Name:	Executive Director, Compliance Manager
Policy Owner Email:	Armin@O'Donoghue.co.uk or/and if the Customer Data Community
Role:	Chief Information Officer
Policy Approved by:	UKE Data Unit
Policy Approved date:	20 June 2016
Policy Effective date:	15 May 2016
<b>Policy Overview:</b>	
<p>Failure to apply this policy may lead to action under the employee Conduct, Attendance and Performance policy.</p> <p>The Data Retention Policy defines which corporate records must be retained for legal, operational, strategic, or historical purposes and the retention period for each type of document or class of data it should be used in conjunction with the Data Retention Schedule which specifies the retention periods.</p> <p>It covers all forms in which data is held: structured (e.g. databases) and unstructured (e.g. documents, email or photographic information as well as information stored both electronically (e.g. computer or non-electronic files (e.g. paper documents)).</p> <p>It applies to everybody at Teatitica UK – our people, contractors and third parties.</p> <p>There is a confidential helpline if employees have any concerns about the misuse of information or data.</p> <p>Teatitica UK will implement this policy through appropriate management and control, and will periodically monitor compliance.</p> <p>Relevant Statements applicable to all policies:</p> <ul style="list-style-type: none"> <li>To the extent that this policy may in any way conflict with the requirements of a Group policy, unless specifically stated, the Group policy requirements will take precedence.</li> <li>We comply with all applicable laws and regulations while also adhering to our own internal policies.</li> </ul>	

Record types	Retention Period
Accounts payable ledger	7 years
Accounts receivable ledger	7 years
Balance sheets of accountants	Permanently
Bank statements	7 years
Capital stock and bond records	Permanently
Charts of accounts	Permanently
Contracts and contracts	Permanently
Correspondence (legal)	Permanently
Deeds, mortgages, bill of sale	Permanently
Employee payroll records	Permanently
Employment applications	3 years
Inventory records (products)	7 years
Insurance records	Permanently
Invoices to customers	5 years
Invoices from vendors	5 years
Interests	Permanently
Payroll records and tax returns	7 years
Purchase orders	5 years
Security records	6 years
Time cards and daily reports	7 years
Training manuals	Permanently
Union agreements	Permanently

## Data Retention Policy

This Policy aims to ensure that the Group complies with the Data Protection Act in respect of the Data held about individuals. It serves to protect customers, stakeholders and staff and to protect the Group from the consequences of a breach of its responsibilities.

<b>Policy Name:</b>	<b>Retention Policy</b>
<b>Status:</b>	Active
<b>Approved by:</b>	Group Council
<b>Created by:</b>	Head of HR
<b>Date approved:</b>	24 May 2016
<b>Data effective from:</b>	24 May 2016
<b>4.3</b>	Approved by the Data Protection Act 1998 (related due to report not characteristics)
<b>Analysis:</b>	Impact
<b>Customer Consultation:</b>	NA
<b>Next Review Date:</b>	November 2018



## DATA RETENTION POLICY IMPLEMENTATION TEMPLATE

Once your data retention policy is complete, use this plan to roll it out. Add or delete items to fit your organization's needs.

ACTION	RESPONSIBLE	TARGET DATE	STATUS
Create schedule for notification and launch of policy			
Notify employees of policy and launch date			
Notify employees of exception plan in case of legal actions or audits			
Notify employees of plan for feedback			
Policy launch date			
Requests for feedback (recurring)			
Notification to employees to examine records and delete or archive according to policy.			
<Other>			
<Other>			
<Other>			
Revisit plan to update (recurring)			

### Electronic data retention policy.

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