



Society for Mucopolysaccharide Diseases

Policy No. 1C

DATA RETENTION POLICY

The Society for Mucopolysaccharide Diseases retains personal data in accordance with statutory requirements or for a longer period of time should we need to under legitimate interests (exemptions). The principles for retaining data beyond statutory requirements are clearly set out within our Data Protection Policy.

Record of Statutory Requirements Data Retention Periods Relevant to the Business of the MPS Society

Medical

Accident books, accident records/reports: 3 years after the date of the last entry.

Accounting

Accounting records: 3 years for private companies, 6 years for public limited companies.

Credit card account numbers must be destroyed in a manner that will render them unreadable after their useful life of 7 years has expired.

Members

All members' personal data that is relevant under legitimate interests will be retained for 6 years upon which this will be reviewed.

Advocacy

As part of the Society for Mucopolysaccharide Diseases commitment to our patient community we recognise there are circumstances when it may not be possible to gain consent e.g. when safeguarding principles apply or when there is an emergency intervention. In this case records will be retained for a period of one month and where retained will be anonymised. In all other cases consent must be obtained before services can be provided. Records will be retained for 6 years then will be reviewed and if appropriate the relevant data will be anonymised. Identifiable data will then be deleted securely.

Children

Records relating to children: until the child reaches the age of 21. At this point the records will be reviewed and securely destroyed if appropriate.

Donors

All donors' records will be retained for 6 years after their last contact with the Society for Mucopolysaccharide Diseases.

Employment

Income tax and NI returns, income tax records and correspondence with the Inland Revenue: not less than 3 years after the end of the financial year to which they relate.

Records relating to events notifiable under the Retirement Benefits Schemes (Information Powers) Regulations 1995, and records concerning decisions to allow retirement due to incapacity, pension accounts and associated documents: 6 years from the end of the scheme year in which the event took place, or the date upon which the accounts/reports were signed/completed.

Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence: 3 years after the end of the tax year in which the maternity period ends.

Statutory Sick Pay records, calculations, certificates, self-certificates: 3 years after the end of the tax year to which they relate.

Wage/salary records (also overtime, bonuses, expenses): 6 years.

Responsible	CEO
Accountable	CEO
Consulted	Trustees
Informed	All employees

Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

Policy review will be undertaken by Bob Stevens.

Document History			
<i>Version</i>	<i>Author</i>	<i>Date</i>	<i>Changes</i>
1.0	Bob Stevens	2 nd June 2018	First version