

## **British Dental Association Benevolent Fund**



### **Archive and Record Retention Policy**

#### **Documents Relating to Individuals**

##### **Individual Beneficiary Record**

The BDA Benevolent Fund keeps an electronic and paper record of any applicant who requests support from the charity. General Data Protection Regulation (GDPR), heightens the protection given to individuals and their 'personal data.' This now includes the 'right to be forgotten'. Therefore, the following must include the right of an individual to request erasure of our record. The individual may need to be informed if this would have a detrimental effect on the quality of their assistance from the Fund.

##### **Initial Assessment Documents**

It is important that the assessment of potential beneficiary needs is based on accurate relevant information. For a new beneficiary this will be provided by the application form, financial summary, relevant supporting documents (e.g. bank statements) and any visit report.

##### **Determination documentation**

Recommendations for action (e.g. from the General Manager), Executive Committee (Board) determination and review dates should be recorded within the Individual Beneficiary Record.

##### **Retention of the Individual Beneficiary Record.**

These records should be retained and stored securely whilst that episode of care is "live".

##### **Summary Beneficiary Record**

Summary notes should be generated when the episode is completed, including actions taken with reasons and placed in a secure reference file. The more comprehensive documents listed above should then be securely destroyed. These notes should be made available if subsequent episodes arise and the record updated. Express permission of the beneficiary will be necessary. Summary notes should be retained for 6 years after last contact and then securely destroyed.

##### **Queries/ unsuccessful applications**

In the case of queries or applications where no grant is made, then it would be reasonable for the charity to keep the files for six months following the last date of communication. This is the same timescale as for interview/ recruitment paperwork. In this situation, there is no financial implication on the BDA Benevolent Fund i.e. it would not appear in the accounts, and it would not be reasonable to hold the data for longer than is relevant to the situation. Should an individual wish to reapply, we request that they (re-)submit an application plus bank statements if it has been over three months since we last heard from them.

## **Staff and Trustee Records**

These are required for the proper running of the charity, to comply with employment law and Charity Commission requirements. These will include;

- Personal details
- Employment record
- Salary details
- References
- Other relevant information

These will be stored securely for the duration of the appointment and for a further 6 years and then securely destroyed.

Interview and recruitment documents will be retained for six months following the last date of communication.