

# Policy Guideline - Data Retention

## Introduction

Bayside U3A seeks to ensure that it retains only data necessary to effectively provide services and perform functions that are consistent with its Constitution.

The need to retain data varies widely with the type of data and the purpose for which it was collected. Bayside U3A strives to ensure that data is only retained for the period necessary to fulfil the purpose for which it was collected and is fully deleted when no longer required. This policy sets forth Bayside U3A's guidelines on data retention.

## Purpose

Bayside U3A retains only that data that is necessary to effectively conduct its programme activities and comply with applicable laws and regulations.

Reasons for data retention include:

- Providing an ongoing service to the members (eg sending a newsletter, publication or ongoing programme updates to members).
- Compliance with applicable laws and regulations associated with financial and programme reporting by Bayside U3A to U3A Network Victoria.
- Compliance with applicable government laws and regulations
- Other regulatory requirements
- Security incident or other investigation
- OHS incident
- Intellectual property preservation including copyright and music licences

## Policy

1. This policy applies to all data retained by Bayside U3A with regard to its members and volunteers as well as that required for the general operation of the Bayside U3A.
2. Data duplication - Bayside U3A seeks to avoid duplication in data storage whenever possible, though there may be instances in which data is held in more than one place eg tutor rolls
3. Bayside U3A sets the following guidelines for retaining all personal data as defined in the Bayside U3A's *Privacy Policy*.
  - Member data will be retained for the year in which the member has contributed and for 4 years after the date of the last contribution.
  - Financial information provided by the member will not be retained longer than is necessary to process a single transaction.
  - Social event member data will be retained for the period of the event, including any follow-up activities, plus a period of 4 years.
  - Attendance data including rolls and sign in sheets will be retained for the duration of one year.
  - Personal data of visitors, tradespersons, speakers and/or Consultants will be held for the duration of the event/visit plus 4 years.

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- Committee of Management data will be held for the duration of service on the Committee of Management plus 4 years after the end of the member's term.
  - Financial information associated with tax payments; government requirements will be held for 7 years.
  - Operational data including Minutes of meetings, correspondence, programme proposals, reporting, programme management and other relevant administrative documents will be held for a period of 7 years.
4. Data destruction ensures that Bayside U3A manages the data in controls and processes it in an efficient and responsible manner.
  5. When the retention period for the data as outlined above expires Bayside U3A will actively destroy the data covered by the policy.
  6. Any exception to this data retention policy must be approved by the Committee of Management.

## Procedures

1. Personal information may be obtained in many ways including interviews, membership forms, via U-MAS, email and telephone.
2. Data also to be obtained through the documents required to operate Bayside U3A
3. Data to be retained according to the timelines listed under the policy section of this document
4. Data to be destroyed in liaison with the Office Manager, Secretary, Treasurer and Course Co-ordinator according to the guidelines listed above.
5. Where timelines and methods of data destruction are not clear the final decision is to be taken to the Committee of Management for ratification.

## Responsibilities

1. Bayside U3A's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.
2. Bayside U3A's Committee of Management is responsible for ensuring that all members, volunteers and employees are aware of this policy and of their obligations in relation to providing personal information to Bayside U3A
3. Data management to be undertaken by the Office Manager, Course Co-ordinator, Treasurer and Secretary according to the guidelines of this policy with records kept in a records management system
4. A backup of all data will be kept in secure locations. Data format may be in secure electronic form such as cloud storage and/or detachable hardware such as USB sticks held in a secure

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location, hardcopy, or a combination thereof.

5. Bayside U3A will ensure that members may have access to their personal information through written request from the member
6. Bayside U3A will take reasonable steps to make sure that members personal information is accurate to ensure that Bayside U3A continues to provide quality services to members.

## Related Policies

Privacy