



# Gloucestershire Cave Rescue Group

## Records Management and Retention Policy

### Document Control

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Name of responsible individual:	GCRG Data Protection Lead
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# Introduction

Records management is vital to the delivery of services in an orderly, efficient, and accountable manner. Effective records management will help ensure that we have the right information at the right time to make the right decisions. It will provide evidence of what we do and why, therefore protecting the interests of the public and delivering a free service for the community.

## Responsibility for Records Management

All members of GCRG, who create, store, receive and use records should:

- Treat records as a volunteers resource and ensure as far as practicably possible that records are accurate and filed in such a way that they can be easily located
- Keep records no longer than they are needed; see retention schedule
- Keep confidential records in a secure environment
- Keep records stored in a safe and cost-effective way
- Allow people to access information only if they need or have a right to do so
- Create records that are accurate and that do not defame another individual or group
- Not by their action or inaction expose GCRG to unnecessary risk
- Tamper with records in a way that risks them becoming inaccurate
- Save long term records in an open source or archival format to ensure readability even if systems change

The GCRG committee is responsible for ensuring that the actions listed above are communicated to, and carried out by all volunteers working for GCRG

## Retention Schedule

Type of Record	Retention Period
<b>Member/Volunteer Data</b>	
Personal details of members	6 years after ceasing membership (Limited details may be retained to identify members who rejoin)
Training Records of members	6 years after ceasing membership
Occupational Health reports	6 years after ceasing membership or kept until 80 <sup>th</sup> birthday whichever is sooner
ID Photographs	6 years after ceasing membership
<b>Casualty Data</b>	
Clinical Care Records	11 years
Incident Casualty Card	11 years
<b>Incident Data</b>	
BCRC summary reports	Life of Group
Website summary reports	Life of Group
GCRG Incident Logs	30 Years (SARCALL incident logs subject to SARCALL retention policy)
Pharmacy information (Controlled drugs)	11 years
Press releases and communications	Life of Group
<b>Financial Data</b>	
Expenses	Life of Group
Final year accounts	Life of Group
Donations	Life of Group
Committee meeting minutes	Life of Group
Complaints	6 years
Data Protection Act Subject Access Requests	3 years

Policies, strategies, operating procedures	Life of Group
Photographs	
General of GCRG in action	Life of Group
Presentations	Life of Group
CCTV	In the event of an incident then the relevant CCTV footage will be kept for the Life of the Group