



## POL0037 Policy Cuth's JCR Retention and Disposal Schedule



### 1. Retention Schedule

- 1.1. St Cuthbert's Society JCR follows a Data Retention Schedule for the different data it holds. This schedule also states whether the data is archived or destroyed once the retention period has elapsed.
- 1.2. All data the JCR holds is stored online on a secure Google Drive.
- 1.3. Each year in August, a backup copy of data will be made onto the JCR hard-drive which will be stored in the Exec Office. This will be done by the JCR President and FCO.
- 1.4. Additionally in August each year, the JCR President and FCO will archive/destroy material which falls within the scope of this retention and disposal schedule.

	SUBJECT OF THE RECORDS	RETENTION PERIOD	ARCHIVE/DESTROY
<b>1</b>	<b>JCR Governance</b>		
	Constitution and Bye-laws	Retained indefinitely	Archived on Google Drive
	Memorandum of Understanding	Superseded following review (every 5 years from June 2011)	Archived on Google Drive
	Policies	Superseded following review (every three years)	Archived on Google Drive
<b>2</b>	<b>Minutes (following approval)</b>		
	JCR Meetings	Retained indefinitely	Published on website with initials only, archived to Google Drive with full names
	JCR Executive Committee Meetings		
	Other JCR Committees		
<b>3</b>	<b>Student lists</b>		
	JCR Members list	Retained for 5 years	Destroy
	JCR Opt-out list	Students remain on list until graduation	Destroy

	Honorary Lifetime Membership list	Retained indefinitely	Stored on Google Drive
<b>4</b>	<b>Emails</b>		
	All cuths.com emails	Retained for 7 years	Destroy
<b>5</b>	<b>Events</b>		
	Guest lists	1 year	Destroy
<b>6</b>	<b>Financial</b>		
	Accounts	Retained for 7 years	Destroy
	Bank Details (note these are stored on Lloyds Business Banking)	3 academic years	Destroy

## 2. Approval and Review

- 2.1. This Data Protection Policy Appendix has been prepared by the JCR FCO on behalf of the JCR Trustee Board.
- 2.2. This Retention and Disposal Schedule will be reviewed on an annual basis by the Trustee Board in consultation with relevant parties including the JCR President, JCR Finance and Compliance Officer and, where appropriate, Executive Committee Members.

Signed