



Steps to Work

WALSALL Limited

Retention and Destruction of Documents Policy Statement

1. Purpose

To ensure that departments apply appropriate measures to comply with two of the eight principles of the 1998 Data Protection Act, summarised below and so meet our statutory requirements and mitigate against penalties applied under the Act.

- Data shall not be kept for longer than is necessary.
- Data must be kept secure.

2. Scope

All departments of Steps to Work (Walsall) Ltd

3. Policy Statement

Steps to Work and its subsidiary company Starting Point recruitment regard the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly. We understand and meet the legal requirements of the Data Protection Act (1998).

To this end we fully endorse and adhere to the principles of data protection, as enumerated in the Data Protection Act 1998.

4. Specific responsibilities

In accordance with the requirements of the Data Protection Act 1998 the following Roles and Responsibilities have been identified

Data Controller-	The Chief Executive of Steps to Work will undertake the role of Data controller in pursuant of the Data Protection Act 1998.
Data Protection Officer -	A person nominated by the Chief Executive person who will undertake the following in pursuant of the data Protection Act 1998 <ul style="list-style-type: none">• Maintain a Document Retention Schedule and review it bi-annually to plan for necessary document destruction action

Departmental managers -	<p>Who will undertake the following in pursuant of the Data Protection Act 1998</p> <ul style="list-style-type: none"> Identify and record data regulators who will archive documents in line with STW Retention and Destruction of Documents Process
Data Regulators -	<p>It will be the responsibility of each data regulator to:</p> <ul style="list-style-type: none"> Ensure they comply with the STW Retention and Destruction of Documents Process

5.Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

6. Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule. The document retention schedule is located <M:\Steps to Work\Finance\document retention schedule.xls>

7. Key contact

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