Policy 49: Archive Policy

Last updated by: SH, JH, RS

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1. Introduction
This Policy has been created in the light of the Data Protection Act, 2018 and the General Data Protection Regulations (GDPR) as well as the recently introduced arrangements for archiving back documents in paper form off Age UK York (AUKY) sites.

2. Legislation
a) AUKY and its Trustees acknowledge and adhere to all relevant UK legislation;
b) As indicated in paragraph 1. above, the Data Protection Act, 2018 and the GDPR are especially relevant to AUKY and the Archive Policy;
c) Where this Policy and relevant legislation diverge, the legislation will be followed.

3. Responsibilities
a) The Trustees of AUKY have overall responsibility for the management and workings of AUKY and have devolved day to day responsibility on to the Chief Officer (CO);
b) As regards arrangements about archiving AUKY materials, the Finance and Administration Manager (FAM) has specific responsibility but will refer any queries to the CO and the Board of Trustees as necessary;
c) In accordance with the Data Protection Policy, Policy 12, all AUKY workers are responsible for the security of all data including all data in paper formats and will work under the guidance of their line managers, the CO and the FAM.

4. The Archive
a) The Trustees have approved the selection of York Warehousing and Distribution Ltd, trading as Toucan Archive Storage, at Elvington, (Toucan) for the archiving of back paper materials until their shredding at appropriate times;
b) The arrangements with Toucan are for the collection, boxing, secure storage and ultimate destruction of these materials following requests from the FAM;
c) Materials will be collected by Toucan from time to time as requested;
d) Boxes will be packed under the supervision of the FAM who will also arrange the numbering and labelling of these boxes;
e) An inventory of materials per box is kept in the FAM office;
f) The materials held by Toucan will be readily accessible and returned to the Walmgate office as required.
g) Toucan will bill AUKY on a monthly basis for these services.