



Showpiece Design Limited, Tithe Barn Home Farm, Sulham Lane, Pangbourne, Berkshire, RG8 8DT

DATA HANDLING AND CONTROL OF RECORDS

Purpose

The purpose of this operating procedure is to identify the actions, authority and responsibilities within the Company for the control of process records and data.

Scope

All the Company's records, whether analogue or digital, are subject to the retention requirements of this procedure.

Responsibilities

The Company Secretary is responsible for retention of financial (accounting, tax), HR and all other statutory and regulatory records. The delegated Company Director is responsible for the retention of client data.

PROCEDURE

Process Records

When starting a task, the employee responsible shall refer to contractual requirements in relation to any specified retention period of data. Should this not be specified the Company's terms and conditions shall be applied.

The information database shall add 7 years as default to the delivery date as the weed date, this shall be amended to reflect client requirements.

When a task has been completed, electronic data from the job shall be backed up onto appropriate media. The record shall be identified by the case number together with its planned disposal date.

Hard copy records and data shall be stored in dedicated and secure systems, which shall be identified by a unique job and client reference number.

Hard copy folders for a task shall be reviewed at the time of the disposal of electronic data and sensitive records (Data Protection Act) destroyed. Commercial data shall remain on file for a minimum period of 7 years, following which it shall be destroyed.

Following the destruction of data, the person authorizing the act shall sign and date the Archive Register indicating that the act has been completed.

System Records

Persons identified with responsibilities in each procedure are responsible for the upkeep and maintenance of the relevant hard copy records generated by that procedure unless otherwise stated in the procedure.

Hard copy records shall be kept in protective folders, pocket files or similar protective coverings and shall be maintained in an orderly manner to facilitate retrieval.

Control of Electronic Data

Data from a client's equipment required for examination shall be copied (imaged) onto a Company machine's hard disk, for examination. During this process the imaging software shall verify the data transferred.

Jobs, on completion shall be backed up onto appropriate archiving media. The archive shall include all image copies of the media under examination, a copy of the 'Encase' case file and its backup, report/statement and appendices (in electronic format) together with any other significant data collected during the investigation. The imaging software shall verify data transferred during this process. Data may also be compressed.

Standards and Codes of Practice

The Company shall maintain a hard copy of those standards and codes of practice against which its operations are structured or which apply to its outputs.

RECORDS

The required retention periods, by record type, are below:

Record Type	Retention Period	Storage Media	Other Information
Accounting	7 Years	Electronic/Paper	
Tax	7 Years	Electronic/Paper	
Personnel	7 Years	Paper	
Work records	7 Years	Paper	
Client Data	7 years	Tape/DVD/CD	

For all electronic storage media, the Organization shall retain the hardware and software required to access the stored data in the event of an upgrade or technology change.

Tax and accounting records shall only be accessed by the Company Secretary or Director. Electronic data shall be restored to an alternative medium for review when required by a director or person nominated by them. The original tape data shall be treated as Read Only.

Each data item subject to this policy shall be stored in a manner that identifies the data type. Paper records shall be held within identified binders, client records shall be held in uniquely identifiable wallets or similar. Disposal of client records shall be in line with the Terms and Conditions of the business.

Staff that are listed in 'Responsibilities' are responsible for the destruction of records at the end of the retention period specified in above.

Destruction should be completed within a month of the planned retention period.

Destruction is handled as follows: Paper records classified as Confidential or higher shall be shredded using a DIN4 (or equivalent) shredder. CD/DVDs holding records shall be shredded. Data held on tape shall be erased and the tape reused or incinerated.

Signature: _____ **Date:** 24th January 2017

Name: Deanne White **Position:** Director

Version Control

Issue	Description	Change Date	Made By	Approved	Approval date
1.0	Policy Statement			Yes	24/01/2017
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