

Document Retention Policy

Key Terms

<u>Term</u>	<u>Definition</u>
CAG	The Guernsey Cardiac Action Group LBG
The Board	The Board of Directors of CAG
The Committee	Members including Directors of the General Operations sub-committee
CRDO	The Community Resuscitation Development Officer
Site Guardians	Persons responsible for maintaining the site of a PAD/AED
Site Owners	Persons who own the site of a PAD/AED
Volunteers	Persons trained by CAG's CRDO in CPR, AED and PAD site awareness

CAG is committed to meeting best practice standards in relation to data protection laws. The purpose of this Document Retention Policy is to list the various data types held by CAG, the location of data and CAG's retention period policy.

Overview

The Purpose and Objectives of CAG are:

- to raise awareness of heart disease in Guernsey, promoting cardiac patient care, facilitating the development of new cardiac services and supporting existing services, including the use of Public Access Defibrillator (PAD)sites.
- to raise funds to promote its causes and to pay the wages of the Community Resuscitation Development Officer employed by the Committee for Health and Social Care;
- to maintain a website with the name "www.cag.org.gg" ("the Website") and such other social media presence as may be thought fit from time to time; and
- to do all and any such things as may be necessary or desirable in furthering or attaining any or all of the foregoing objectives, and to do the same as simply, efficiently and cost-effectively as possible.

Duty to Keep Records

CAG records must be kept in writing and may be kept in hard copy or electronic form. They may be arranged in such manner as the Board or Committee members decide, provided that the information in question is adequately recorded for future reference.

Where CAG records are kept in electronic form they must be capable of being reproduced in hard copy form, and they must be kept up to date and accurately reflect CAG's core strategic, financial and processing activities.

Types of Data

CAG collects data from Site Guardians and Owners for the purposes of maintaining and accessing PAD/AED sites.

Data is collected from Volunteers when they enroll on PAD site awareness, CPR and AED trainings sessions, run by the CRDO

The above data will include name, position, email address, residential address and business address details. This information is necessary in order to communicate with the relevant parties, to provide them with information and materials, and to ensure ongoing commitments are met.

The data may also include photos taken at volunteer training sessions and/or any promotional event. The photos may be uploaded to the CAG's website, CAG's Facebook page and/or used in any promotional activities

The data subject will have given their consent to the processing, by a statement or by a clear affirmative action

Data Location and Security

CAG is committed to ensuring that the information held is secure.

The contact details of Owners and Guardians as well as data relating to Volunteers are stored electronically. Hard copies are retained on the domestic premises of a Board or Committee member.

Data Retention

CAG is an "incorporated body" within the meaning of The Charities and Non-Profit Organisations (Registration) (Guernsey) Law 2008. (Registration number CH406)

It adheres to the provisions of The Charities and Non-Profit Organisations (Registration) (Guernsey) Law, 2008, as follows:

- Records of all financial transactions shall be made, kept and retained in order to evidence the application or use of the organisation's assets, funds and income;
- Records shall be retained in a readily retrievable form for a period of at least 6 years after the date of being made;

- Records shall be sufficiently detailed to enable verification that the organisation's assets, funds and income have been applied or used in a manner consistent with the purposes, objectives and objects of the organisation stated in the Register.

For records where the Board or Committee member is not legally required to maintain records for a mandated statutory period, the Board or Committee considers the time frames below to be reasonable:

- Personal data on Site Guardians and Owners will be deleted 24 months after the person ceases to be a Site Guardian or Owner;
- Personal data on Volunteers will be deleted if CAG has not dealt with the Volunteer during a period of 18 months.

If a person to whom a data item relates requests that CAG delete it, and their request is deemed to be reasonable by the Board or Committee, CAG will do so.

Access

If you would like to update the personal information that you have provided to the CAG or you wish to review the personal information that the CAG holds on you, please contact CAG direct at:

**CAG c/o The Administrator
8 Lemon Grove
La Route des Jenemies
St Saviour, GY7 9QS**

Tel: 07781 129539

Email: info@cag.org.gg

Policy Review

This Policy is subject to periodic review to ensure compliance with relevant legal requirements and best practice standards.

Date of last review: 25/8/24