

## TTW RECORDING, STORAGE AND DISPOSAL OF INFORMATION POLICY

### Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	23 <sup>rd</sup> November 2019
1.1	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 <sup>st</sup> November 2021

### Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Table Tennis Wales are committed to ensure the safe storage of information and clear timescales for its destruction, as follows:

- Information held about different individuals will be recorded separately.
- Written information in either paper or electronic form, will be stored securely in accordance with data protection legislation and other government guidance. Table Tennis Wales store paper copies in a locked filing cabinet and electronic copies are password protected.
- All reasonable steps will be taken to ensure secure receipt and delivery of information, Table Tennis Wales has a dedicated email address for all safeguarding information: [safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales).
- All written communication from Table Tennis Wales will be marked confidential and clarify the extent to which it can be shared within the recipient organisation.
- Where it is necessary to make duplicate copies of information, for example during a case management review, only one will be stored, the others will be shredded immediately they are no longer required.
- All information will be stored in line with NSPCC guidance on child protection records retention and storage (as shown below).
- Table Tennis Wales will share stored information with other organisations in line with its TTW-Information-Sharing-Policy.
- Individuals wishing to access stored information will be required to apply in writing to the National Safeguarding Officer. The decision to share will be taken in consultation with the Case Management Group, and in-line with the Data Protection Act 2018 and the General Data Protection Regulation.

**Guidance on Child Protection Records, retention and storage (England and Wales) November 2007**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Type of Record	Retention
<p>Child welfare concerns that your organisation refers on to children's social care or the police.</p> <p>For example this would include concerns about physical, sexual, emotional or neglect disclosures from a child about being abused or information from a third party which might suggest a child is being abused; concerns about a parent or another adult that uses your organisation or a young person who has been abused by another young person</p>	<p>The referral should be acknowledged in writing by children's social care and your organisation keeps this on file.</p> <p>Records should be kept for 6 years after the last contact with the service user unless any of the exemptions apply or if your organisation is required to comply with any other statutory requirements</p>
<p>Child welfare concerns that your organisation decide, after consultation, do not necessitate a referral to children's social care or the police. In such circumstances the organisation should make a record of the concern and the outcome. For example, where a child has been bullied, overly pushy parents or a very distressed child where the distress is unrelated to child abuse.</p>	<p>Destroy the record a year after the child/adult concerned ceases to use the service, unless the child or adult are continuing to use your organisation.</p>
<p>Concerns about people (paid and unpaid) who work with children and young people, for example, allegations, convictions, disciplinary action or inappropriate behaviour towards children and young people.</p> <p>For Example, where an employee has breached the code of conduct, a record of the behaviour, the action taken, and outcome should be recorded.</p>	<p>Personnel files and training records (including disciplinary records and working time records) - retain for 6 years after employment ceases. However, the records should be retained for a longer period if any of the following apply:</p> <ul style="list-style-type: none"><li>• There were concerns about the behaviour of an adult who was working with children where s/he behaved in a way that has harmed, or may have harmed, a child;</li><li>• The adult possibly committed a criminal offence against, or related to, a child;</li><li>• The adult behaved towards a child in a way that indicates s/he is unsuitable to work with children</li></ul> <p>In such circumstances, records should be retained at least until the adult reaches normal retirement age, or for 10 years if longer</p>
<p>Criminal Records Bureau disclosures obtained as part of the vetting process.</p>	<p>The actual disclosure form must be destroyed after 6 months. However, it is advisable that organisations keep a record of the date of the check, the reference number, the decision about vetting and the outcome.</p>

**Important:**

Please copy and paste the following text into an email, and send it to: [development@tabletennis.wales](mailto:development@tabletennis.wales)

I confirm that I have read, understand and fully adopt the TTW Recording, Storage and Destruction of Information document.