



Cornwall Rural Housing Association Limited

Document Retention Policy

1. This document sets out the formal policy of Cornwall Rural Housing Association (CRHA) regarding the retention and disposal of documents and official records related to and generated in the course of the Association's operations.
2. The Data Retention Schedule in Appendix A lists the principal documentation which Cornwall Rural Housing Association should keep, together with details of statutory retention periods, retention source(s) and recommended retention periods.
3. This Policy was developed and has been reviewed using the National Housing Federation's guidance on Data Retention for Housing Associations (2018) which also takes account of the requirements of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Data Protection Act 2018.
4. For purposes of this policy a "document" is any electronic or hardcopy media designed to convey information including but not limited to memos, letters, spreadsheets, reports, presentations, organisational charts, electronic mail, minutes of meetings, specifications, drawings, project binders, and books.
5. Documents for disposal will be shredded on site or passed to a registered waste disposal centre for confidential waste.
6. This Policy will be reviewed at least every 3 years.

Reviewed November 2023

To be reviewed November 2026