

# DATA RETENTION POLICY – MUSEUM OF CAMBRIDGE

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## Introduction

This policy supports our Data Management Policy and Privacy Notice by defining the Museum's policy and responsibility for retaining personal data. This policy also sets out our policy and responsibilities for retaining data which is not personal and therefore outside the remit of GDPR and Data Protection Acts.

The General Data Protection Regulation (GDPR) 2018 supplemented by the Data Protection Bill, replaces the 1998 Data Protection Act (DPA) and sets out EU wide measures for personal data handling and protection. This Regulation and Data Protection Bill sets out:

- The lawful bases by which we can collect data
- How personal data acquired by us should be processed, stored, and deleted when no longer required. This applies to paper records as well as those held on computers
- Data automatically processed such as CCTV
- Document image processing, audio/video, photographs acquired by us

The Regulation and Bill also requires those managing data in an organisation (Data Controller, Data Processors) to define how long personal data should be kept, when it should be deleted, and on what basis it was collected e.g. by obtaining consent from the individual. This information must also be made available to any individual wishing to know how long we retain data and the lawful basis we used to collect the data.

A regular audit, maximum of two years from collecting data, must also be carried out and historic data no longer required deleted.

## Scope

This policy applies to all physical and electronic records created, received (particularly from third-parties), or maintained by staff and volunteers of the Museum in the course of carrying out their duties. For more information on processing data, roles, and responsibilities please see the Data Management Policy.

## Responsibilities

The Board of Trustees are ultimately responsible for determining the processes, means, and reasons by which the Museum stores and retains data.

It is expected the work will be delegated to staff and volunteers and third-parties but the Board of Trustees remain accountable for the policy and for ensuring compliance with it.

## Operations and Facilities Manager

The Operations and Facilities Manager and staff, together with appropriate volunteers, are responsible for drawing up guidance on good data retention management practice and promoting compliance with this policy in such a way as to ensure the easy, appropriate, and timely retrieval of information.

## Employees and Volunteers

Individual employees and volunteers must ensure that the data, records etc. for which they are responsible are accurate, are maintained, and are disposed of in accordance with the guidelines.

## Policy

The museum will manage data retention in an efficient and systematic manner to support its operations and to meet legislative, regulatory, funding, and ethical requirements.

Records will be created, maintained, and retained to provide information about and evidence of the Museum's transactions and activities. Retention schedules will govern the period the data and records will be retained.

Data retention and records management training is mandatory for all staff, volunteers involved in data management, and trustees.

Last updated: November 2020