

# Data retention and destruction policy in accordance with the EU General Data Protection Regulation (GDPR)

Version (1.0)

## 1. Policy Information

- a. Organization: The Florence Academy of Art
- b. Scope: This policy applies to our headquarters in Florence, Italy, and Branch in Mölndal, Sweden
- c. Policy Operational Date: 24<sup>th</sup> June 2018
- d. Policy Approved by: Charles Daniel Graves
- e. Policy Review Date: Policy to be reviewed on annual basis

## 2. Introduction

- a. Purpose of the policy:
  - The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by The Florence Academy of Arts or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of The Florence Academy of Art in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.
- b. Policy Statement:
  - This Policy represents The Florence Academy of Art policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

## 3. Notification of The Data held and processed

- a. All staff and students and other users are entitled to;
  - Know what information the Academy holds and processes about them and why.
  - Know how to gain access to it.
  - Know how to keep it up to date.
  - Know what we are doing to comply with our obligations towards the GDPR.

- b. We will therefore provide all staff and students and other relevant users with a standard form of notification. This will state all the types of data our organization holds and processes about them, and the reasons for which it is processed. We will try to do this at least once every three years.

#### 4. Responsibilities of Staff

- a. All staff are responsible for:
  - checking that any information that they provide to the Administration in regards to their employment is accurate and up to date.
  - informing the Administration of any changes to information, which they have provided i.e. changes of address
  - Checking the information that the Organization will send out from time to time, giving details of information kept and processed about staff.
  - Informing The Florence Academy of Art of any errors or changes. The Academy cannot be held responsible for any errors unless the staff member has informed the management of them.
- b. If and when, as part of their responsibilities, staff collect information about other people, (i.e. About students' course work, opinions about ability, references to other academic institutions, or details of personal circumstances), they must comply with the guidelines for staff, which are at Appendix 1.

#### 5. Data Security

- a. All staff are responsible for ensuring that: Any personal data which they hold is kept securely. Personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party.
- b. Staff should note that unauthorised disclosure and/or failure to adhere to the requirements set out in 5.(c) to 5.(g) inclusive below will usually be a disciplinary matter, and may be considered gross misconduct in some Data cases.
- c. Personal information should be; kept in a locked filing cabinet; or in a locked drawer; or if it is computerised , be password protected; or when kept or in transit on portable media the files themselves must be password protected.
- d. Personal data should never be stored at staff members' homes, whether in manual or electronic form, on laptop computers or other personal portable devices or at other remote sites,
- e. Ordinarily, personal data should not be processed at staff members' homes, whether in manual or electronic form, on laptop computers or other personal portable devices or at other remote sites. In cases where such off-site processing is felt to be necessary or appropriate, the agreement of the relevant Data Controller must be obtained, and all the security guidelines given in this document must still be followed.
- f. Data stored on portable electronic devices or removable media is the responsibility of the individual member of staff who operates the equipment. It is the

responsibility of this individual to ensure that: · Suitable backups of the data exist · Sensitive data is appropriately encrypted · Sensitive data is not copied onto portable storage devices without first consulting a Data Controller, in regard to appropriate encryption and protection measures. Electronic devices such as laptops, mobile devices and computer media (USB devices, CD's etc.) that contain sensitive data ARE not left unattended when offsite.

- g. For some information the risks of failure to provide adequate security may be so high that it should never be taken home. This might include payroll information, addresses of students and staff, disciplinary or appraisal records or bank account details. Exceptions to this may only be with the explicit agreement of the Principal.

## 6. Student Obligations

Students must ensure that all personal data provided to the Student Administration office is accurate and up to date. They must ensure that changes of address, etc. are notified to the student registration office/other person as appropriate.

## 7. Rights to Access Information

- a. Staff, students and other users of the Florence Academy of Arts have the right to access any personal data that is being kept about them either on computer or in certain files.
- b. In order to gain access, an individual may wish to receive notification of the information currently being held. This request should be made in writing, in the first instance to the Data Protection Officer (see website [florenceacademyofart.com](http://florenceacademyofart.com)).
- c. The Academy aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the data subject making the request.

## 8. Applicability

This Policy applies to all physical records generated in the course of The Florence Academy of Arts operation, including both original documents and reproductions. It also applies to the electronic documents described above.

# APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

## SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents
- F. Legal Files and Papers
- G. Miscellaneous
- H. Payroll Documents
- I. Pension Documents
- J. Personnel Records
- K. Property Records
- L. Tax Records
- M. Donation Records
- N. Programs & Services Records
- O. Fiscal Sponsor Project Records

## A. ACCOUNTING AND FINANCE

| Record Type  | Retention Period                  |
|--|-----------------------------------|
| Accounts Payable ledgers and schedules   | 7 years                           |
| Accounts Receivable ledgers and schedules  | 7 years                           |
| Annual Audit Reports and Financial Statements  | Permanent                         |
| Annual Audit Records, including work papers and other documents that relate to the audit | 7 years after completion of audit |
| Annual Plans and Budgets   | 3 years                           |
| Bank Statements and Cancelled Checks   | 7 years                           |

| <b>Record Type</b>  | <b>Retention Period</b>          |
|---|----------------------------------|
| Employee Expense Reports  | 7 years                          |
| General Ledgers   | Permanent                        |
| Interim Financial Statements  | 7 years                          |
| Notes Receivable ledgers and schedules                              | 7 years                          |
| Investment Records  | 7 years after sale of investment |
| Credit card records (documents showing customer credit card number) | 2 years                          |

**1. Credit card record retention and destruction:**

- A credit card may be used to pay or book for the following products and services: courses and merchandise.
- All records showing customer credit card number must be locked in a desk drawer or a file cabinet when not in immediate use by staff.
- If it is determined that information on a document, which contains credit card information, is necessary for retention beyond 2 years, then the credit card number will be cut out of the document.

## B. CONTRACTS

| <b>Record Type</b>   | <b>Retention Period</b>                 |
|--|---|
| Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation) | 7 years after expiration or termination |

## C. CORPORATE RECORDS

| <b>Record Type</b> | <b>Retention Period</b> |
|--------------------|-------------------------|
|--------------------|-------------------------|

|  |           |
|--|-----------|
| Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports) | Permanent |
| Licenses and Permits   | Permanent |

## D. CORRESPONDENCE AND INTERNAL MEMORANDA

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:
  - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
  - Form letters that require no follow-up.
  - Letters of general inquiry and replies that complete a cycle of correspondence.
  - Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
  - Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
  - Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

## E. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.
  - All e-mail—from internal or external sources—is to be deleted after 12 months.
  - Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.

- The Florence Academy of Art will archive e-mail for six months after the staff has deleted it, after which time the e-mail will be permanently deleted.
  - All business-related emails should be downloaded to a Local computer or user directory on the server.
  - Staff will not store or transfer personal-related e-mail on non-work-related computers, except as necessary or appropriate for emergency purposes.
  - Staff will take care not to send confidential/proprietary information to outside sources.
  - Any e-mail staff deems vital to the performance of their job should be copied to the staff's H: drive folder, and printed and stored in the employee's workspace.
2. **Electronic Documents:** including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.
- **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is 6 years. PDF files the employee deems vital to the performance of his or her job should be printed and stored in the employee's workspace.
  - **Text/formatted files** - Staff will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five years, all text files will be deleted from the network and the staff's desktop/laptop. Text/formatted files the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.
3. **Web Page Files: Internet Cookies**
- All workstations: Internet Explorer should be scheduled to delete Internet cookies once per month.

## F. LEGAL FILES AND PAPERS

| Record Type   | Retention Period                   |
|---|------------------------------------|
| Legal Memoranda and Opinions (including all subject matter files) | 7 years after close of matter      |
| Litigation Files  | 1 year after expiration of appeals |
| Court Orders  | Permanent                          |
| Requests for Departure from Records Retention Plan                | 10 years                           |

## G. MISCELLANEOUS

| Record Type   | Retention Period                      |
|---|---------------------------------------|
| Consultant's Reports  | 2 years                               |
| Material of Historical Value (including pictures, publications) | Permanent                             |
| Policy and Procedures Manuals – Original                        | Current version with revision history |
| Policy and Procedures Manuals - Copies                          | Retain current version only           |
| Annual Reports  | Permanent                             |

## H. PAYROLL DOCUMENTS

| Record Type                       | Retention Period          |
|-----------------------------------|---------------------------|
| Employee Deduction Authorizations | 4 years after termination |
| Payroll Deductions                | Termination + 7 years     |
| Assignments, Attachments          | Termination + 7 years     |
| Labour Distribution Cost Records  | 7 years                   |
| Payroll Registers (gross and net) | 7 years                   |
| Time Cards/Sheets                 | 2 years                   |
| Unclaimed Wage Records            | 6 years                   |

## I. PENSION DOCUMENTS AND SUPPORTING EMPLOYEE DATA

**General Principle:** Pension documents and supporting employee data shall be kept in such a manner that Donors Forum can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.



| <b>Record Type</b>             | <b>Retention Period</b> |
|--------------------------------|-------------------------|
| Retirement and Pension Records | Permanent               |

## J. PERSONNEL RECORDS

| <b>Record Type</b>  | <b>Retention Period</b>                                   |
|---|---|
| Commissions/Bonuses/Incentives/Awards   | 7 years   |
| Employer Information Reports  | 2 years after superseded or filing (whichever is longer)  |
| Employee Earnings Records   | Separation + 7 years                                      |
| Employee Handbooks  | 1 copy kept permanently                                   |
| Employee Medical Records  | Separation + 6 years                                      |
| Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records) | 6 years after separation                                  |
| Employment Contracts – Individual   | 7 years after separation                                  |
| Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings  | 3 years from date of hiring decision                      |
| Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)            | 6 months post - last communication with the Job candidate |
| Job Descriptions  | 3 years after superseded                                  |
| Personnel Count Records   | 3 years   |

## K. PROPERTY RECORDS

| Record Type  | Retention Period |
|--|------------------|
| Correspondence, Property Deeds, Assessments, Licenses, Rights of Way | Permanent        |
| Original Purchase/Sale/Lease Agreement                               | Permanent        |
| Property Insurance Policies  | Permanent        |

## L. TAX RECORDS

**General Principle:** Donors Forum must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of state and local income, franchise, and property tax laws.

| Record Type  | Retention Period |
|--|------------------|
| Tax-Exemption Documents and Related Correspondence | Permanent        |
| Income Statements                                  | Permanent        |
| Excise Tax Records                                 | 7 years          |
| Payroll Tax Records                                | 7 years          |
| Tax Bills, Receipts, Statements                    | 7 years          |
| Tax Returns - Income, Franchise, Property          | Permanent        |
| Tax Work paper Packages - Originals                | 7 years          |
| Sales/Use Tax Records                              | 7 years          |
| Annual Information Returns                         | Permanent        |
| Government Audit Records                           | Permanent        |

## M. DONATION RECORDS

| <b>Record Type</b>   | <b>Retention Period</b> |
|----------------------|-------------------------|
| Records of Donations | Permanent               |
| Payment History      | Permanent               |

## N. PROGRAM AND SERVICE RECORDS

| <b>Record Type</b>                     | <b>Retention Period</b> |
|--|-------------------------|
| Programs and Services                  | 7 years                 |
| The Florence Academy of Arts convening | Permanent (1 copy only) |
| Research & Publications                | Permanent (1 copy only) |

## O. FISCAL SPONSOR PROJECT RECORDS

| <b>Record Type</b>     | <b>Retention Period</b> |
|------------------------|-------------------------|
| Sponsorship agreements | Permanent               |