

Data Retention and Destruction Policy

Applicable to	Members & Service Providers
Person responsible	Information Officer

1. Purpose

This policy aims to ensure that documented information required for the operation of the Richards Bay Clean Air Association (RBCAA) is maintained and protected, and provisions are made for timeous discarding of records not needed by or required of RBCAA.

2. Scope

This policy applies to

- All documented information collected, processed, or stored by RBCAA (whether in hard copy or digital format).
- All users of RBCAA's network, including Director(s), Members, and contractors.

3. Guidelines for the Retention of Documents

- 3.1 Where legally required (for the existence of the RBCAA – Indefinite)
 - Memorandum of Incorporation and articles of association
 - Certificates of Name Change, Incorporation, Commencement of Business
 - Minutes and resolutions passed by Directors or General Meetings
- 3.2 Accounting (Companies Act) – 7 years
 - Annual Financial Statements (including Directors' and Auditor's reports)
 - Register of Members and Directors
- 3.3 Operational requirements (indefinite)
 - Complaints lodged by members of the public (supporting statistical data)
 - MANCO meeting minutes – 7 years
- 3.4 RBCAA may suspend the destruction of any record or document due to pending or reasonably foreseeable litigation, audits, government investigations or similar proceedings. Members will be notified of applicable documents where the destruction has been suspended to which they have access.
- 3.5 All documentation and personal (including personnel) information that RBCAA is storing in accordance with this policy must be stored and guarded in compliance with all RBCAA's policies.
- 3.6 Personal information and the purpose for which the data was collected must be kept, according to the RBCAA Privacy Policy and the POPIA Act. – 1 year *after* the

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information is used.

- 3.7 A Record of any third party to whom the information was disclosed. – 1 year *after* the information use.
- 3.8 The Information Officer should be consulted where there is uncertainty regarding the retention and destruction of a document and/or information.

4. Data Destruction

- If a document and/or information is no longer required to be stored in accordance with this policy and relevant legislation, it should be deleted and destroyed.
- Under no circumstances should paper documents or removable media (USB flash drive, etc.) containing personal or confidential information be binned or deposited in refuse tips.
- RBCAA will ensure that all electrical waste, electronic equipment and data on disk drives are physically removed and destroyed in such a way that the data will by no means be able to be virtually retrieved.
- Users must ensure that all paper documents that should be disposed of are shredded locally within the department and then recycled.
- If a third party is used for data destruction purposes, this third party must also comply with the regulations stipulated in this policy and any other applicable legislation.



Sandy Camminga

RBCAA MANCO Chairperson



Candice Webb

RBCAA Managing Director

Richards Bay, 2025-08-21