Data Retention and Destruction Policy

The purpose of this policy is to establish a consistent framework for the retention and destruction of information and documentation held by the Richards Bay Clean Air Association (RBCAA). It specifies the periods for which records must be retained to meet RBCAA's operational and legal requirements. It further sets out how records that are no longer required must be destroyed in a timely and secure manner.

This policy applies to all information and documentation collected, processed or stored by RBCAA, whether in hard copy or digital format, and to all Directors, Members and contractors who have access to RBCAA's information or network.

1. GUIDELINES FOR THE RETENTION OF DOCUMENTS

1.1 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

1.2 Accounting (Companies Act) – 7 years

- Annual Financial Statements (including Directors' and Auditor's reports)
- Register of Members and Directors

1.3 Operational requirements

- Air quality data – indefinite
- Complaints lodged by members of the public (supporting statistical data) – indefinite
- MANCO meeting minutes – 7 years

1.4 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.

1.5 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.

1.6 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 information is used.

1.7 A record of any third party to whom the information was disclosed – 1 year after the information is used.

1.8 The Information Officer must be consulted where there is uncertainty regarding the retention and destruction of a document and/or information.

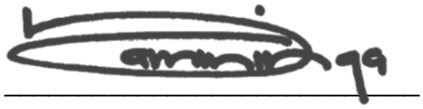
2. DATA DESTRUCTION

- 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.

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Although ultimate responsibility for the retention and destruction of information and documentation resides with the Directorate, MANCO members and service providers with access to RBCAA information are responsible within their work areas for helping ensure that this policy is embedded throughout the organisation.

This policy is communicated to MANCO members and to the service providers with access to RBCAA information so that it is understood and applied in their work, is made available to members, stakeholders, and the public, and is reviewed at management review for continuing suitability.



Sandy Camminga
RBCAA MANCO Chairperson



Candice Webb
RBCAA Managing Director

Approved and effective from: 2026-10-23