



The Dignity Project – Record Keeping Policy

The Dignity Project (TDP) is a not-for-profit, charitable and benevolent institution established in Australia solely to provide relief to young people in India in need, in particular young people from disadvantaged communities, through local projects to provide benevolent care, support, education and training **(Purpose)**.

The following outlines TDP's record keeping policy. Records that may be covered by this policy include, but are not limited to, : documents TDP is required to maintain for legal purposes, policy and procedure documents, volunteer details and records required for the administration of TDP. In most cases TDP will store records electronically, and where necessary, physical copies will be kept.

The purpose of this policy is:

1. To ensure TDP has a clear and effective system for maintaining records; and
2. To ensure records are actively managed and maintained.

Procedures

1. TDP will actively manage and maintain records that show all of its financial transactions.
2. TDP will actively manage and maintain records that show all of its charity activities, include monthly updates and updates on its overseas operations.
3. TDP will maintain records for a period of 7 years.
4. TDP electronic records will be established and maintained by the secretary and access granted to board members.
5. The TDP secretary will regularly change and update their passwords to enhance security.
6. TDP will review records annually and records that are no longer needed, in that they are more than 7 years old, will be deleted and destroyed. This will be done by the TDP secretary and at least one other board member.
7. Records will be maintained in English. If deemed necessary, TDP will translate records into Hindi for partner organisations in India.
8. Records will be managed and maintained electronically. At this time of this policy TDP has determined that a Google drive for record keeping will be used. Additionally, that drive will be backed up on a hard drive and kept securely at the TDP listed address.

9. Staff and volunteers, other than the TDP board, will not have access to TDP records.
10. Confidential and sensitive records, such as volunteer personal information and child safety checks, can only be accessed by the secretary and chairperson who are delegated to maintain these records.
11. Where physical records are required to be kept, they will be stored securely at the registered address of TDP. Paper records will be shredded after 7 years.
12. Paper records will be organised into a filing system which separates them by financial years and into categories for example – financial records, communications, receipts.
13. TDP will limit the printing of records and endeavours to print records only when deemed necessary. Any printed records will be shredded and disposed of.
14. TDP will maintain its electronic storage systems to ensure there is always space for records to be maintained and managed.
15. TDP will review its record keeping policy each year to ensure it complies with relevant legal and regulatory requirements and update the board on this process.

Signed:



Position: Secretary

Date: 11 June 2024