

The Bosco Centre	
<b>Policy:</b>	<b>Retention of Documents &amp; Information Policy</b>
<b>Applies to:</b>	<b>College and Independent school</b>
<b>Reviewed:</b>	<b>October 2018</b>
<b>Next Review:</b>	<b>October 2019</b>

All documented information, Financial, Personal Data or Legal, belonging to the Bosco Centre and its users, will be kept for 5 years in safe storage and then will be disposed of appropriately ensuring information cannot be shared.