



Villages Honor Flight, Inc. Policy B-11 Data Management and Record Retention

Article 1: Purpose:

Villages Honor Flight collects both demographic and medical data from our Veterans, Guardians and flight staff. This data collection is done in preparation for the successful completion of a Villages Honor Flight mission.

Villages Honor Flight also maintains Board and Hub administrative documents as well as financial data including tax returns.

This document is intended to present an overview of what data is collected, what data is preserved and the time period for which it is preserved. Detailed procedures supporting this policy are developed and maintained by the Villages Honor Flight Hub.

Article 2: Privacy:

This data is collected solely for the purpose of meeting the objectives of Villages Honor Flight. It is stored both electronically and in paper form.

All electronic data is contained in the Villages Honor Flight Hub data base or in Quick Books and is protected, allowing only authorized personnel to have access.

Paper documents are stored in a locked facility, again with only authorized personnel having access.

No information will be released to anyone without the specific consent of the involved individuals. Failure to follow this requirement may be considered grounds for suspension of the offending individual from Villages Honor Flight.

Article 3: Mission Data:

Demographic data: This data is gleaned from the Veteran, Guardian and Volunteer applications. This data is used for mission preparation and for historical background and is stored in the Village Honor Flight Hub data base. This data will be retained indefinitely for historical purposes. Any data not publicly available will be discarded. All paper documents will be discarded after being entered into the VHD data base.

Medical data: This data is gleaned from the Veteran, Guardian and Volunteer applications and interviews by the Villages Honor Flight Medical team. The medical data is maintained as both paper documents and an electronic spreadsheet and mission specific spreadsheets developed from the paper documents. Both the paper documents and the spreadsheets will be retained for a period of three (3) months beginning the day after the completion of a mission.

Article 4: Financial Data:

All financial statements tax returns and associated financial data shall be preserved for a period of seven (7) years. The CFO/Treasurer is responsible for managing the control of the financial data.

Article 5: Board of Director and Hub Management Records:

All meeting agenda and subsequent minutes as well as other necessary business communication conducted outside of the regularly scheduled meetings shall be preserved by the responsible Secretary Board or Hub, for a period of seven (7) years.

Annual Conflict of Interest Statements are signed by all applicable individuals – Directors and Management Team members. These documents will be maintained for seven (7) years.

Article 6: Record Disposal:

At the appropriate time, all paper records will be disposed of by shredding.