

The Babraham Institute

Contents

1.	Definitions.....	4
2.	Commitment statement	5
3.	Purpose.....	5
4.	Scope	6
5.	Legislation & compliance framework	6
6.	Responsibilities.....	7
7.	Storage and disposal.....	8
8.	Special circumstances.....	9
9.	Breach of policy	9
10.	Further information.....	9

1. Definitions

Information in digital, computer-

2. Commitment statement

- 2.1. At the Babraham Institute our mission is to be an international leader in research focusing on basic cell and molecular biology with an emphasis on healthy ageing through the human life course.
- 2.2. Research and operational excellence are essential to meeting our vision of being at the forefront of research that improves lives. The [Institute Values](#) set out our approach to how we operate

[Freedom of Information Act 2000](#)³ (although the Institute is not directly required to answer Freedom of Information requests, the majority of our funders are. We therefore need to retain the required information).

[Limitation Act 1980](#)⁴.

- 5.2. The Data Protection and Freedom of Information Acts contain provisions relating to the destruction or alteration of information or records after a legal access request has been received. Such destruction or alteration will be considered a disciplinary offence. The Freedom of Information Act 2000 also creates a criminal offence in relation to these actions.
- 5.3. Other areas of the Institute's operations have specific retention requirements set out in separate legislation such as those relating to employment, health and safety, finance and pensions, and environmental information. We also require high quality records to be maintained for the purposes of audits and reviews by regulatory bodies.
- 5.4. Research data may also have specific requirements in relation to management, storage, retention and disposal set out under the terms of funding contracts, data sharing agreements, publishers, or by ethics committees that must be adhered to and which take precedence over this policy. It is the researcher's responsibility to understand such requirements as it relates to their research. Some funder requirements are included in the Research Records Retention Schedules (see [here](#)).

6. Responsibilities

- 6.1. The Institute has a corporate responsibility to maintain its records and record-keeping systems in accordance with the regulatory environment. The Senior Information Risk Owner (SIRO) is accountable at an executive level for ensuring that appropriate provisions are in place. This role is held by the Institute's

- 7.4. This policy may be varied, withdrawn or replaced at any time by the Institute at its absolute discretion.