**MENTAL HEALTH REVIEW TRIBUNAL**

**Practice and Policy Guideline #15**

DOCUMENT HANDLING, STORAGE AND DISPOSAL

***Practice and Policy Guidelines provide general direction and assistance to the members and secretariat of the Review Tribunal. They may be departed from or supplemented by the Review Tribunal as circumstances require. They do not constitute legal opinions.***

1. All information and documentation received by Review Tribunal members is to be treated as private and confidential.
2. They should use, handle, transmit, store and dispose of documentation, and any devices on which it is stored, in a manner which will preserve and protect the legitimate privacy rights of persons referred to in that documentation.
3. They should dispose of hard copy documents either by arranging their shredding or returning the material to the secretariat, who will arrange its storage or shredding.
4. Care is to be taken in the storage and disposal of information in electronic form, and the security and disposal of devices on which such information is stored.
5. The secretariat is to retain its hard copy files indefinitely.

 *Last updated August 2015*

NJ Dunlop

Convener