



I CAN Network Ltd.

Evaluation Data Retention Policy

Approved by Board Policy Sub-Committee and CEO	March 2026
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Introduction

This Evaluation Data Retention Policy outlines the requirements for the retention, management, and disposal of evaluation data collected by I CAN Network Ltd. It applies to our staff, contractors, volunteers, directors, and other relevant stakeholders. The policy will be overseen by the Data Custodian who will be appointed by the Chief Enabling Officer (CEO).

The Data Custodian appointed until further notice is the Evaluation Manager, available at evaluations@icannetwork.com.au.

Purpose

- (1) The purpose of this policy is to ensure that evaluation data collected by I CAN Network Ltd. is managed responsibly, in compliance with relevant regulations and best practices.

Scope

- (2) This policy applies to evaluation data collected by I CAN Network Ltd., such as program surveys, interviews, and other research activities. Evaluation data may include:
 - a) surveys
 - b) interviews
 - c) focus groups
 - d) case studies
 - e) any other data used for evaluating the effectiveness of the I CAN's programs, projects, or services.
- (3) The policy applies to both digital and non-digital evaluation data.
- (4) This policy does not apply to operational data.

Data retention period

- (5) The minimum retention period for evaluation data is five years after first publication in company annual reports, stakeholder reports, academic reports or other reports, including approved evaluation reports. After this period, the data will be securely



destroyed, unless there is a legal, regulatory, or operational reason to retain it for a longer duration.

Data storage

- (6) Evaluation data and materials must be stored securely to protect against theft, misuse, damage or loss, and stored in an indexed and retrievable form, for the required retention period.
- (7) Where the data does not contain personal or confidential data and is not commercially sensitive in any way:
 - (a) Digital data must be stored in centralised I CAN Network Ltd. infrastructure or data system approved by I CAN Network Ltd. These facilities will ensure that there is appropriate security, back-up and data management. Storage of digital data on local computers, external hard drives and personal network folders is not sufficient to meet the requirements for data storage.
 - (b) Non-digital data must be stored safely and securely using equipment approved by the I CAN Network Ltd.
- (8) Where the data contains sensitive information:
 - (a) Digital data must be stored in centralised I CAN Network Ltd. infrastructure or data system approved by I CAN Network Ltd. Access must be restricted to those authorised by the CEO and/or the Deputy CEO.
 - (b) Non-digital data must be stored safely securely in a locked filing cabinet within I CAN Network Ltd. offices.
- (9) Storage and management of information which might potentially identify a person must comply with the [Public Records Act, 1973 \(Vic\)](#), [Privacy and Data Protection Act 2014 \(Vic\)](#), and the [Privacy Act 1988 \(Cwlth\)](#).

Data disposal and destruction

- (10) Where the data does not contain personal or confidential data and is not commercially sensitive in any way:
 - (a) Digital data may be destroyed through permanent and irreversible deletion.
 - (b) Non-digital data: paper can be disposed of in the boxes or bins provided in offices for environmentally-friendly disposal of white non-confidential and non-sensitive paper waste.
- (11) Where the data contains sensitive information:
 - (a) Digital data may be destroyed through permanent and irreversible deletion.



- (b) Non-digital data: paper should be mechanically shredded using an office shredder in a way that cannot be put back together again. A secure paper destruction service bin should be used.

Paper-based surveys

- (12) Paper-based surveys may be used to collect evaluation data from program participants.
- (13) Paper-based surveys must be uploaded to the centralised I CAN Network Ltd. infrastructure (Google Drive) within four days of collection and then destroyed.
- (14) Paper-based surveys should be managed in accordance with this policy.

Related policies

- [I CAN Network Ltd. Privacy & Health Information Policy](#)