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To Trustees

Our Ref AiB/OPC/GP
Your Ref

By email only.

Date 5 November 2020

Dear Trustee

Changes to AiB's retention and destruction process: Paper copies of Sederunt Books and Correspondence Files

I am writing to notify you that, with consideration to the fifth data protection principle, whereby personal data must be kept for no longer than is necessary for the purpose for which it was processed, we are amending the AiB Retention and Destruction policy on how long we will retain paper copy Sederunt Books which are sent to AiB in accordance with Section 57(1)(b) of The Bankruptcy (Scotland) Act 1985, as amended.

We would prefer not to receive paper sederunt books, as trustees can now upload all sederunt book documents to our BASYS case management system. If you, or your staff, would like help to do this, please contact Fiona Coyle, Head of Adjudication and Supervision Team, at: Fiona.coyle@aib.gov.uk

Paper copy sederunt books will now be retained by AiB and made available for viewing for six months only and then destroyed. AiB will not scan and save any documents in the sederunt book, prior to destruction.

Please do not send paper bankruptcy Correspondence files to AiB, as we do not need to receive these. All paper copy Correspondence files now received by AiB will be returned to the trustee.

Our amended Retention and Destruction policy will be published on the AiB website, www.aib.gov.uk and this change will come into effect for sederunt books and Correspondence files held and received by AiB after 15 November 2020.

I would be grateful if you could make this policy change known to your staff who compile and send paper copy sederunt books and files to AiB.

Yours faithfully

Graeme Perry
Head of Operational Policy and Compliance