



## LOST & FOUND ITEMS POLICY

As a company limited by guarantee, the Upper Dales Community Partnership (UDCP) Limited has the right to enforce its own policy on matters of lost and found property. This is different to the Police Property Act 1987.

The UDCP Ltd Lost and Found Items policy is as follows:

### Lost Property

UDCP Ltd will take information on lost items. We will note the item lost, the date it was lost, and a contact name and number for the person reporting the lost item.

Details of lost property will be kept for 6 months, and then all information will be deleted, in line with GDPR regulations and our GDPR policy.

### Found Items

UDCP Ltd will only take in small items such as, and a receipt will be issued:

- Keys
- Glasses
- Glasses cases
- Walking sticks
- Phones
- Wallets
- Purses
- Anything with identifying information in it

Lost property will be kept for 6 months and then disposed of if not claimed by the owner or the person who found it. We will make every reasonable attempt to contact the owner.

If purses or wallets contain cash, this will be donated to charity before the item is disposed of.

For anything beyond this scope please refer to the North Yorkshire Police Authority's information page:

<https://northyorkshire.police.uk/what-we-do/public-safety-and-welfare/lost-and-found-property/>

A hard copy of any of our policies can be provided upon written request to [admin@uwco.org.uk](mailto:admin@uwco.org.uk)

Abbie Rhodes, Manager

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Directors: John Blackie (Chair), Denise Hartill, Allen Kirkbride,  
Brian McGregor, Sir Joseph Pilling

