

Lost Property Policy

This policy applies to all items found within BDAC premises, including public areas, hired spaces, car parks, and communal facilities, whether left by visitors, event attendees, hirers, contractors, or staff.

Storage

Items are stored securely in a designated lost property area, with valuables (cash, phones, jewellery, wallets, ID/bank cards) kept in a locked location accessible only to authorised staff.

Retention period

Standard items are held for **3 months**. Valuables and ID/financial items are held for **6 months** where practicable, in line with good practice, before disposal or donation.

Perishables and unsafe items

Food, drink, and items posing a hygiene or safety risk are disposed of immediately and not logged for retention.

Claiming items

Anyone claiming an item must provide a reasonable description matching the lost item. Photo ID may be requested for valuables.

Unclaimed items

After the retention period, unclaimed items are either disposed of, donated to charity, or (for cash) donated in line with BDAC's finance procedures. Bank cards and ID documents will be destroyed in line with standard financial guidelines.

Data protection

Any items containing personal data (phones, documents, cards) are handled in line with BDAC's data protection obligations; details are not shared with third parties beyond verifying ownership.

Liability

BDAC will take reasonable care of lost property but accepts no liability for loss, theft, or damage to items left on site.