The following table sets out the types of data held by the Trust, who is allowed access to that data, and policies for retention, storage and removal:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of data** | **How stored** | **Where stored** | **Who has access** | **Retention period** | **Disposal method** |
| Registration form – volunteer (completed) | Electronic | Form Assembly Salesforce (SF) CRM | Relevant SF profiles | 6 years unless RTBF exercised or death of volunteer | Delete from SF – system admins only |
| References – volunteer | Electronic, scanned or email | Salesforce (SF) CRM | Relevant SF profiles | 6 years unless RTBF exercised or death of volunteer | Delete from SF and file server – system admins only |
| CV – volunteer | Electronic | Salesforce (SF) CRM | Relevant SF profiles | 6 years unless RTBF exercised or death of volunteer | Delete from SF and file server – system admins only |
| Registration form – charity client | Electronic | Salesforce (SF) CRM | Relevant SF profiles | 6 years unless RTBF exercised or organisation ceases to exist as legal entity | Delete from SF – system admins only |
| Registration form – charity contact | Electronic | Salesforce (SF) CRM | Relevant SF profiles | 6 years unless RTBF exercised or contact left organisation | Delete from SF – system admins only |
| Project papers | Hard copy and electronic | Salesforce, file server, project manager and volunteer PC / manual files | Relevant SF profiles and volunteers (if duplicate shared) | Indefinitely on SF; until project closure for hard copies and email in all forms | Delete from file server; volunteer to shred or handover to PM |
| Feedback surveys (charity client and volunteer) | Electronic | Survey Monkey Salesforce CRM | Relevant SF profiles | Indefinitely on SF | Retained – no personal data |
| Grant and donation information, eg funding contract | Hard copy and electronic | Email, 365 tenant / sharepoint, Salesforce CRM | Relevant staff roles and SF profiles | 6 years from end date of grant unless otherwise specified | Shredding or delete from systems (system admins only) |
| Individual donation information, eg Gift Aid Declaration | Hard copy and electronic | Email, 365 tenant / sharepoint, Salesforce CRM | Relevant staff roles and SF profiles | 6 years from last donation date unless otherwise specified | Shredding or delete from systems (system admins only) |
| **Type of data** | **How stored** | **Where stored** | **Who has access** | **Retention period** | **Disposal method** |
| Event invitee and attendance lists (individuals and organisations) | Electronic | Email, Salesforce CRM, Eventbrite | Relevant staff roles and SF profiles | 6 years from date of event unless otherwise specified | Shredding or delete from systems (system admins only) |
| Mailing list for newsletters | Electronic | Salesforce CRM, Mailchimp, SurveyMonkey | Relevant staff roles and SF profiles | 6 years from date of newsletter unless RTBF exercised or individual leaves organisation | Delete from system (system admins only) |
| Staff recruitment information (applicant successful) | Hard copy and electronic | 365 tenant / sharepoint, HR filing cabinet | Relevant staff roles | 6 years from employee start date | Delete from system (system admins only) and secure shredding |
| Staff recruitment information (applicant unsuccessful) | Hard copy and electronic | 365 tenant / sharepoint, HR filing cabinet | Relevant staff roles | 1 year from date candidate notified of unsuccessful application | Delete from system (system admins only) and secure shredding |
| Staff accident books / records | Hard copy and electronic | 365 tenant / sharepoint, HR filing cabinet | Relevant staff roles | Statutory minimum | Delete from system (system admins only) and secure shredding |
| Staff payroll records, eg payslips, tax codes, HMRC correspondence | Hard copy and electronic | 365 tenant / sharepoint, HR filing cabinet | Relevant staff roles | Statutory minimum – \*6 years from end financial year to which they relate | Delete from system (system admins only) and secure shredding |
| Staff redundancy records | Hard copy and electronic | 365 tenant / sharepoint, HR filing cabinet | Relevant staff roles | Statutory minimum – \*6 years from end of employment | Delete from system (system admins only) and secure shredding |
| Staff timesheets | Hard copy and electronic | 365 tenant / sharepoint, HR filing cabinet | Relevant staff roles | Statutory minimum – 2 years from date to which they were recorded | Delete from system (system admins only) and secure shredding |
| **Type of data** | **How stored** | **Where stored** | **Who has access** | **Retention period** | **Disposal method** |
| Staff SMP/SSP/SPP /SAP records | Hard copy and electronic | 365 tenant / sharepoint, HR filing cabinet | Relevant staff roles | Statutory minimum – 3 years from end of financial year to which they relate | Delete from system (system admins only) and secure shredding |
| HR Records, eg employment contract, performance review etc | Hard copy and electronic | 365 tenant / sharepoint, HR filing cabinet | Relevant staff roles | Statutory minimum\* | Delete from system (system admins only) and secure shredding |
| Staff expense claims | Hard copy and electronic | 365 tenant / sharepoint | Relevant staff roles | Statutory minimum | Delete from system (system admins only) and secure shredding |
| Petty cash vouchers and associated records | Hard copy and electronic | Finance office | Relevant staff roles | Statutory minimum | Delete from system (system admins only) and secure shredding |
| Bank statements and reconciliations | Hard copy in accounting files | Finance office | Relevant staff roles | Statutory minimum | Secure shredding |
| Purchase and sales ledger | Hard copy in accounting files | Finance office | Relevant staff roles | Statutory minimum | Secure shredding |
| Accounting records, including trial balance, general ledger, accounting schedules, audit correspondence | Hard copy and electronic | Sage and Finance Office folders, emails | Relevant staff roles | Statutory minimum or longer if required by funding contract | Delete from system (system admins only) and secure shredding |