

## DATA STORAGE, RETENTION & DESTRUCTION POLICY

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                                | Where  | Who has   | Retention   | Disposal   |
|--|------------------------------------|--|---|---|--|
|  | stored                             | stored   | access  | period  | method   |
| Registration<br>form –<br>volunteer<br>(completed)                   | Electronic                         | Form Assembly<br>Salesforce (SF)<br>CRM  | Relevant SF<br>profiles   | 6 years unless RTBF<br>exercised or death<br>of volunteer                                 | Delete from<br>SF – system<br>admins only                                    |
| References –<br>volunteer  | Electronic,<br>scanned or<br>email | Salesforce (SF)<br>CRM   | Relevant SF<br>profiles   | 6 years unless RTBF<br>exercised or death<br>of volunteer                                 | Delete from<br>SF and file<br>server –<br>system<br>admins only              |
| CV – volunteer   | Electronic                         | Salesforce (SF)<br>CRM   | Relevant SF<br>profiles   | 6 years unless RTBF<br>exercised or death<br>of volunteer                                 | Delete from<br>SF and file<br>server –<br>system<br>admins only              |
| Registration<br>form – charity<br>client                             | Electronic                         | Salesforce (SF)<br>CRM   | Relevant SF<br>profiles   | 6 years unless RTBF<br>exercised or<br>organisation ceases<br>to exist as legal<br>entity | Delete from<br>SF – system<br>admins only                                    |
| Registration<br>form – charity<br>contact                            | Electronic                         | Salesforce (SF)<br>CRM   | Relevant SF<br>profiles   | 6 years unless RTBF<br>exercised or contact<br>left organisation                          | Delete from<br>SF – system<br>admins only                                    |
| Project papers   | Hard copy<br>and<br>electronic     | Salesforce, file<br>server, project<br>manager and<br>volunteer PC /<br>manual files | Relevant SF<br>profiles and<br>volunteers<br>(if duplicate<br>shared) | Indefinitely on SF;<br>until project closure<br>for hard copies and<br>email in all forms | Delete from<br>file server;<br>volunteer to<br>shred or<br>handover to<br>PM |
| Feedback<br>surveys (charity<br>client and<br>volunteer)             | Electronic                         | Survey Monkey<br>Salesforce CRM  | Relevant SF<br>profiles   | Indefinitely on SF  | Retained –<br>no personal<br>data  |
| Grant and<br>donation<br>information, eg<br>funding<br>contract      | Hard copy<br>and<br>electronic     | Email, 365<br>tenant/<br>sharepoint,<br>Salesforce CRM                               | Relevant<br>staff roles<br>and SF<br>profiles                         | 6 years from end<br>date of grant unless<br>otherwise specified                           | Shredding or<br>delete from<br>systems<br>(system<br>admins only)            |
| Individual<br>donation<br>information, eg<br>Gift Aid<br>Declaration | Hard copy<br>and<br>electronic     | Email, 365<br>tenant /<br>sharepoint,<br>Salesforce CRM                              | Relevant<br>staff roles<br>and SF<br>profiles                         | 6 years from last<br>donation date unless<br>otherwise specified                          | Shredding or<br>delete from<br>systems<br>(system<br>admins only)            |
| Type of data   | How                                | Where  | Who has   | Retention   | Disposal   |



## DATA STORAGE, RETENTION & DESTRUCTION POLICY

|                    | stored            | stored                                      | access                  | period                          | method                     |
|--------------------|-------------------|---|-------------------------|---------------------------------|----------------------------|
| Event invitee      | Electronic        | Email,                                      | Relevant                | 6 years from date of            | Shredding or               |
| and attendance     |                   | Salesforce                                  | staff roles             | event unless                    | delete from                |
| lists (individuals |                   | CRM,  | and SF                  | otherwise specified             | systems                    |
| and                |                   | Eventbrite                                  | profiles                |                                 | (system                    |
| organisations)     |                   |   |                         |                                 | admins only)               |
| Mailing list for   | Electronic        | Salesforce                                  | Relevant                | 6 years from date of            | Delete from                |
| newsletters        |                   | CRM,  | staff roles             | newsletter unless               | system                     |
|                    |                   | Mailchimp,                                  | and SF                  | RTBF exercised or               | (system                    |
|                    |                   | SurveyMonkey                                | profiles                | individual leaves               | admins only)               |
|                    |                   |   |                         | organisation                    |                            |
|                    |                   |   |                         |                                 |                            |
| Staff              | Hard copy         | 365 tenant /                                | Relevant                | 6 years from                    | Delete from                |
| recruitment        | and               | sharepoint, HR                              | staff roles             | employee start date             | system                     |
| information        | electronic        | filing cabinet                              |                         |                                 | (system                    |
| (applicant         |                   |   |                         |                                 | admins only)               |
| successful)        |                   |   |                         |                                 | and secure                 |
|                    |                   |   |                         |                                 | shredding                  |
| Staff              | Hard copy         | 365 tenant /                                | Relevant                | 1 year from date                | Delete from                |
| recruitment        | and               | sharepoint, HR                              | staff roles             | candidate notified of           | system                     |
| information        | electronic        | filing cabinet                              |                         | unsuccessful                    | (system                    |
| (applicant         |                   |   |                         | application                     | admins only)               |
| unsuccessful)      |                   |   |                         |                                 | and secure                 |
|                    |                   |   |                         |                                 | shredding                  |
| Staff accident     | Hard copy         | 365 tenant /                                | Relevant                | Statutory minimum               | Delete from                |
| books / records    | and               | sharepoint, HR                              | staff roles             |                                 | system                     |
|                    | electronic        | filing cabinet                              |                         |                                 | (system                    |
|                    |                   |   |                         |                                 | admins only)               |
|                    |                   |   |                         |                                 | and secure                 |
|                    |                   |   |                         |                                 | shredding                  |
| Staff payroll      | Hard copy         | 365 tenant /                                | Relevant                | Statutory minimum –             | Delete from                |
| records, eg        | and               | sharepoint, HR                              | staff roles             | *6 years from end               | system                     |
| payslips, tax      | electronic        | filing cabinet                              |                         | financial year to               | (system                    |
| codes, HMRC        |                   |   |                         | which they relate               | admins only)               |
| correspondence     |                   |   |                         |                                 | and secure                 |
|                    |                   |   |                         |                                 | shredding                  |
| Staff              | Hard copy         | 365 tenant /                                | Relevant                | Statutory minimum –             | Delete from                |
| redundancy         | and               | sharepoint, HR                              | staff roles             | *6 years from end of            | system                     |
| records            | electronic        | filing cabinet                              |                         | employment                      | (system                    |
|                    |                   |   |                         |                                 | admins only)               |
|                    |                   |   |                         |                                 | and secure                 |
| Ctoff              |                   | 265 top==================================== | Delevent                | Ctotutory ( maining ( maining ) | shredding                  |
| Staff              | Hard copy         | 365 tenant /                                | Relevant<br>staff roles | Statutory minimum –             | Delete from                |
| timesheets         | and<br>electronic | sharepoint, HR                              | SLATTORS                | 2 years from date to            | system                     |
|                    | electionic        | filing cabinet                              |                         | which they were<br>recorded     | (system                    |
|                    |                   |   |                         |                                 | admins only)<br>and secure |
|                    |                   |   |                         |                                 | shredding                  |
| Type of data       | How               | Where                                       | Who has                 | Retention                       | Disposal                   |
|                    | stored            | stored                                      | access                  | period                          | method                     |



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| Ctoff                   |                    |                            | Delevisit   |                       | Delete from             |
|-------------------------|--------------------|----------------------------|-------------|-----------------------|-------------------------|
| Staff                   | Hard copy          | 365 tenant /               | Relevant    | Statutory minimum –   | Delete from             |
| SMP/SSP/SPP             | and                | sharepoint, HR             | staff roles | 3 years from end of   | system                  |
| /SAP records            | electronic         | filing cabinet             |             | financial year to     | (system                 |
|                         |                    |                            |             | which they relate     | admins only)            |
|                         |                    |                            |             |                       | and secure              |
|                         |                    |                            |             |                       | shredding               |
| HR Records, eg          | Hard copy          | 365 tenant /               | Relevant    | Statutory minimum*    | Delete from             |
| employment<br>contract, | and<br>electronic  | sharepoint, HR             | staff roles |                       | system                  |
| performance             | electronic         | filing cabinet             |             |                       | (system<br>admins only) |
| review etc              |                    |                            |             |                       | and secure              |
| Teviewetc               |                    |                            |             |                       | shredding               |
| Staff expense           | Hard copy          | 365 tenant /               | Relevant    | Statutory minimum     | Delete from             |
| claims                  | and                | sharepoint                 | staff roles | Statutory minimum     | system                  |
| Cidimis                 | electronic         | Sharepoint                 | Starroles   |                       | (system                 |
|                         | cicculonic         |                            |             |                       | admins only)            |
|                         |                    |                            |             |                       | and secure              |
|                         |                    |                            |             |                       | shredding               |
|                         |                    |                            |             |                       | g                       |
| Petty cash              | Hard copy          | Finance office             | Relevant    | Statutory minimum     | Delete from             |
| vouchers and            | and                |                            | staff roles |                       | system                  |
| associated              | electronic         |                            |             |                       | (system                 |
| records                 |                    |                            |             |                       | admins only)            |
|                         |                    |                            |             |                       | and secure              |
|                         |                    |                            |             |                       | shredding               |
| Bank                    | Hard copy in       | Finance office             | Relevant    | Statutory minimum     | Secure                  |
| statements and          | accounting         |                            | staff roles |                       | shredding               |
| reconciliations         | files              |                            |             |                       |                         |
|                         |                    |                            |             |                       |                         |
| Purchase and            | Hard copy in       | Finance office             | Relevant    | Statutory minimum     | Secure                  |
| sales ledger            | accounting         |                            | staff roles |                       | shredding               |
| Accounting              | files<br>Hard copy | Saga and                   | Relevant    | Statutory minimum     | Delete from             |
| records,                | Hard copy<br>and   | Sage and<br>Finance Office | staff roles | or longer if required | system                  |
| including trial         | electronic         | folders, emails            |             | by funding contract   | (system                 |
| balance, general        |                    |                            |             |                       | admins only)            |
| ledger,                 |                    |                            |             |                       | and secure              |
| accounting              |                    |                            |             |                       | shredding               |
| schedules, audit        |                    |                            |             |                       | Sincounig               |
| correspondence          |                    |                            |             |                       |                         |
|                         |                    |                            |             |                       |                         |
|                         | 1                  | 1                          |             |                       |                         |