

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 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	Where	Who has	Retention	Disposal

DATA STORAGE, RETENTION & DESTRUCTION POLICY

	stored	stored	access	period	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
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DATA STORAGE, RETENTION & DESTRUCTION POLICY

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