

DATA RETENTION

Type of data	Why do we keep it?	Where is it kept (all)?	How long do we need to keep?	How to destroy
Volunteer details	Essential to contact volunteers and Health and Safety	Locked cabinet and s:drive	Password protect 6 months after left or immediate if not proceeding	Paper: Confidential shredding IT: delete files
Trustee details	Essential to contact volunteers and Health and Safety	Locked cabinet and s:drive	6 months after leaving	Paper: Confidential shredding IT: delete files
Staff details	Essential for employment law and Health and Safety	Locked cabinet and Sage	Paper - one year after leaving. Continual for current	Paper: Confidential shredding IT: delete files
Membership	Essential to contact and part of company/charity laws	s:drive - database password protected and paper registration forms	Retain active members details only (paper)	Paper: Confidential shredding IT: delete files
Hubs	Essential to contact	s:drive and paper forms	6 months	Paper: Confidential shredding IT: delete files
Surveys: Paper Electronic	To enable us to record responses	Boxes in store cupboard and around the office Survey Monkey/s:drive	6 months	Paper: Confidential shredding IT: delete files
Public experiences	To enable us to record responses and reply back	Box files in locked cabinet/in main office and s:drive/cloud - database password protected	6 months	Paper: Confidential shredding IT: delete files