



POLICY TITLE	DATA RETENTION POLICY
AUTHOR	CEO
APPROVAL DATE	26TH SEPTEMBER 2022
REVIEW DATE	2024

Purpose, scope and users

This policy sets the required retention periods for specified categories of personal data and set out the minimum standards to be applied when destroying certain information within PSPA.

This policy applies to all parts of the organisation: Trustee, employees, volunteers, contractors, or advisors that may collect, processes, or have access to data. It is the responsibility of all the above to familiarise themselves with this policy and ensure compliance with it.

The policy applies to all the information used at the charity. Examples of documents include:

- Emails
- Hard copy documents
- Soft copy documents
- Video and audio

In certain circumstances it will be necessary to retain specific documents in order to fulfil statutory or regulatory requirements and to meet operational needs. Premature destruction of documents could result in an inability to defend litigious claims, operational difficulties, and failure to comply with GDPR. Lengthy or indefinite retention of personal information could result in PSPA breaching GDPR.

Objectives

The key objective for this policy is to provide PSPA with a simple framework which will govern decisions on whether a particular document should be retained or disposed of.

Implementation of the policy should ensure transparency when retrieving information for the purposes of a subject access request and reduce the amount of information that may be held unnecessarily.

For some types of personnel records, there is no definitive retention period: it is up to the employer to decide how long to keep records and it's a question of judgement rather than a definitive right or wrong. The time limits in this document are therefore based the time limits for potential tribunal or civil claims where there is no statutory requirement.

Good practice principles for processing data outlined by the ICO

All data should be processed with the following principles in mind.

- Fairly and lawfully processed
- Processed only for specified and lawful purposes
- Adequate, relevant and not excessive

- Accurate and up-to-date
- Not kept for longer than the purpose specified
- Processed in accordance with the rights of the data subject
- Secure from the point of collection through to disposal
- Not transferred to other countries without adequate protection of data subjects

Roles and responsibilities

Members of the Senior Management Team (SMT) are responsible for determining (in accordance with this policy) whether to retain or dispose of specific documents within the remit of their service area.

SMT members may delegate operational aspects of this function within the organisation.

SMT members should seek advice from the CEO if they are uncertain as to whether the minimum retention periods are prescribed by law, or whether retention of a document is necessary to protect PSPA from a potential claim or for operational purposes.

Methods of disposal

Confidential waste located at the Milton Keynes office should be disposed of using the shredder and the confidential waste bags.

Disposal of electronic documents should be through secure electronic deletion.

Disposal and Retention Considerations

1. Has the document been appraised?
 - Check that the nature and contents of the document is suitable for disposal.
2. Is retention required to fulfil statutory obligations or other regulatory obligations?
3. Is retention required for evidence?
 - Keep any documents required for legal proceedings until the threat of proceedings has passed.
4. Is retention required to meet the operational needs of the service?

Financial Information – Head of Finance

Description	Retention period	Basis for retention
Accounting records	6 years	Companies act 1985, 1989 & 2006
Income tax, NI returns	Not less than 3 years after the end of the financial year to which they relate.	Income Tax (employments regulations) 1993.

Statutory sick pay, certificates	3 years after the end of the tax year to which they relate.	The Statutory Sick Pay (General) Regulations 1982
Wages/salary records including furlough agreements	6 years	Taxes Management Act 1970
Statutory maternity pay records and certificates	3 years after the end of the tax year in which the maternity period ends.	Statutory maternity regulations 1986.
Annual Accounts and review	Permanent.	
Gift aid	6 years after the end of the accounting period they relate to.	
Credit card data	Not to be retained.	
Pension records	12 years from the ending of any benefit payable	Non statutory but recommended.

Governance, HR and Health and Safety data - CEO

Description	Retention period	Basis for retention
Employee records	6 years	
Applicant and interview records	6 months	Based on the time limit in the various Discrimination Acts.
Accident books, records and reports	3 years after date of last entry	RIDDOR regulations 1995
Parental leave	3 years from end of tax period they relate to.	HMRC
Trustee minutes and papers	Permanently	
Memorandum and articles of incorporation any agreements to changes to these.	Permanently	
Employers' liability insurance	40 years	
General Insurance	7 years	
Contracts	6 years from the end of contract period	Not statutory but recommended as end of period for claims.

Supporter records – Head of Fundraising

These records relate to anyone who gives money. Salesforce records them as:

- Donors – those who give In Memory.
- Fundraisers – those who do the fundraising.
- Supporters – those that buy things from the shop.

This data will be anonymised rather than deleted in order to maintain a record of the gift so that data can still be analysed beyond six years.

Description	Retention period	Basis for retention
Supporter data with a gift recorded	6 years from the last recorded gift.	Legitimate interest
Supporter data with no gift recorded	6 years from having given consent to hold the data.	Legitimate interest
Legacy pledges	10 years after supporter death is notified.	Legitimate interest
Deceased supporters	2 years from point of notification of death.	Legitimate interest
Complaints	6 years after the last transaction, and then anonymise in a complaints log.	Legitimate interest

Volunteers and Service Users – Director of Engagement

Description	Retention period	Basis for retention
Volunteer records	6 years after they stop volunteering	Legitimate interest
Carers and family members	6 years after the last contact	Legitimate interest
People with PSP/CBD	Indefinitely (for research purposes)	Legitimate interest
Case studies and photographs	When consent is withdrawn. If someone has died, permission will be sought from their family to continue to use case studies and photographs.	