

Coddington Community Association – CIO

Charity Number 1192482

Personal Data Retention Schedule

Adopted : 13th July 2022

Reviewed:_____

This document addresses Coddington Community Association's approach to archiving, retention or deletion of personal data and details how long personal data is kept before being destroyed or archived.

The Clerk authorises the destruction and archiving and the CCA approves this policy.

Interaction

1. Booking enquiry (confirmed)
 - Emails about bookings
 - Booking form (bookings file)
 - Booking form receipts file
 - Contact details - google calendar Electronic/paper
 - Financial auditStored for 6 years
Shred/delete - Clerk

2. Booking enquiry (not confirmed)
 - Email ElectronicStored for 3 months after requested booking date
Delete - Clerk

3. Enquiry
 - Email – electronic /letter – paperAt end of useful life
Shred/delete - Clerk

4. Complaint
 - Email – electronic /letter – paperStored indefinitely - Clerk
Archive/deletions Authorised by Trustees

5. Grant Application
Email – electronic /letter – paper within last completed audit year
Delete/Shred - Clerk

6. Employee Data Applications,

- Pensions,
- Payslips Pay slips in payments file
- Pay roll Electronic / Paper

Electronic 6 years after ceasing employment

Delete/Shred - Clerk

7. Trustees

- Any Data Declarations of Interests Electronic and Paper
- Stored for the duration of membership

Delete/Shred - Clerk

8. Contractor

- Data - electronic /letter – paper
- Emails - electronic /letter – paper
- Invoices - electronic /letter – paper
- Contract - electronic /letter – paper

Stored for 6 years

Delete/shred - Clerk

9. CCTV (see also the CCTV Policy)

- Recorded images electronic

Stored for 4 weeks unless required as evidence – in which case it will be kept indefinitely.

Record over - Automatic