



DATA RETENTION POLICY

Any such policy should at least satisfy the following broad questions:

1. Which categories of data does the policy cover?
2. Who has responsibility for those categories of data, and who has specific obligations under the policy?
3. Other than data protection laws, what other rules, codes or practices should be considered?
4. Subject to the above, when should data be retained and when should it be deleted?
5. When should certain data be made exempt from the general deletion principles (i.e. 'litigation holds')?
6. When should certain data be made exempt from the general retention principles (i.e. individuals exercising their right to be forgotten)?

We have an overriding policy that states we will retain information for a period of time and then take action.

How long we keep information (which includes your personal data) for depends on the type of data. We will never retain your personal information for any longer than is necessary for the purposes we need to use it for.

We will not use your personal information for marketing purposes without your prior consent.

The policy on retention for the types of data obtained by the Trust shall be as set out in the table following unless a specific request is made to delete the data sooner. Such a request must be made in writing addressed to the Secretary of the Trust – details found at www.dickharrisontrust.org.uk

Data	Retention	Disposal	Who responsible
Accounts and financial information	Retain records for 6 years plus current as per HMRC guidelines	Destroy	Secretary
Trustee data	Retain indefinitely for all current Trustees. Once left retain for six years.	Destroy	Secretary
Applicants data	Retain by Secretary for six years from date of award decision. Trustees copies destroyed immediately after interview meeting.	Destroy	Secretary

Any queries in relation to this Data Retention Policy should be directed in the first instance to The Secretary of the Trust - details found at www.dickharrisontrust.org.uk