

Data Retention Schedule

FUNCTION	RECORD NAME AND CONTENT	RETENTION PERIOD AND TRIGGER	WHAT TO DO WHEN THE PERIOD ENDS	LEGAL AUTHORITY FOR THE RETENTION PERIOD
Customer Data	Customer Support & Advice – contact details and records of advice and support including support for groups, school uniform and digital help	Throughout engagement plus 2 years. Customers can ask to be removed from the database at any time.	Delete/destroy from data base/anonymise	Data Protection Act 2018 & General Data Protection Regulation 2016.
VCSE Contact Data	Contact details for groups and organisations who have requested to be on mailing lists	Engagement/activity plus 2 years Customers can ask to be removed from the database at any time.	Delete/destroy from data base/anonymise	Data Protection Act 2018 & General Data Protection Regulation 2016.
Volunteer Data	Application information and correspondence including evidence of housing needs, ID and eligibility, and other related documentation.	Engagement plus 2 years Volunteers can ask to be removed from the database at any time.	Delete/destroy from data base/anonymise	Data Protection Act 2018 & General Data Protection Regulation 2016.
Financial Management	Records of administration including donor details	Current financial year plus 6 years	Delete/destroy	Data Protection Act 2018 & General Data Protection Regulation 2016. Companies Act 2006
Grants	Grant applications. Applications for funding from external organisations	Current financial year plus 6 years	Delete/destroy	Data Protection Act 2018 & General Data Protection Regulation 2016. Companies Act 2006
Human resources management	Job applications and recruitment information created in the recruitment of personnel	Unsuccessful 6 months from interviews. Successful add to personnel file & retain for 6	Destroy/delete	Discrimination Acts 1975 and 1986 and Race Relations Act 1976; Limitation Act 1980, Data

		years after end of employment.		Protection Act 2018, General Data Protection Regulation 2016.
Human resources management	Personnel file or employee file includes Pre-employment vetting and formal offer letter, DBS clearance, Evidence of eligibility to work in UK	Retain for duration of employment plus 6 years post employment	Destroy/delete	Limitation Act 1980; Data Protection Act 2018; GDPR 2016; Asylum and Immigration Act 1996
Payroll	Expenses claim forms and receipts for staff and volunteers, including travelling expenses	Current financial year plus 6 years	Destroy/delete	Financial Audit; Data Protection Act 1998 & General Data Protection Regulation 2016.
Payroll	Records relating to staff pay	Current financial year plus 6 years	Destroy/delete	Taxes Management Act 1970; Income and Corporation Taxes Act 1988; Data Protection Act 2018 & General Data Protection Regulation 2016
Income	Rental Payment: Invoices, details of agreements.	Current financial year plus 6 years	Destroy/delete	Financial Audit; Data Protection Act 1998 & General Data Protection Regulation 2016.
Income	Grants: Grant agreements, invoices	Current financial year plus 6 years	Destroy/delete	Financial Audit; Data Protection Act 1998 & General Data Protection Regulation 2016.
Income	Management fees: Invoices Identification of relevant income to which fee applies	Current financial year plus 6 years	Destroy/delete	Financial Audit; Data Protection Act 1998 & General Data Protection Regulation 2016.

Expenditure	Receipts, invoices, claim forms, relevant email trails	Current financial year plus 6 years	Destroy/delete	Financial Audit; Data Protection Act 1998 & General Data Protection Regulation 2016.
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