

## APPENDIX 2

### RETENTION OF DATA

Type of Data	Retention Period
Financial supporter information	6 years after unsubscribe
Gift Aid information	6 years from the end of the accounting period they relate to
Bank Details	6 years after the last payment was made
Contact details of supporters/Newsletter subscribers	Until unsubscribe
Course Participants	5 years after last contact or until unsubscribe
Staff information	Whilst in employment and for 6 years after employment ends.
Interview records of unsuccessful candidates	Until 1 year after interview
Employee references	Whilst in employment and for 6 years after employment ends
Accident books/records/reports	3 years after date of last entry (or until the person reaches 21 if younger).
DBS records – name, date & certificate number	Indefinitely in case records are needed in relation to safeguarding at a future date
Contact details of course participants who have subscribed to database	Until unsubscribe
Details of Trustees	During their term of office and for 6 years after the term of office ends
Near Neighbours Project Information	For the duration of the Near Neighbours programme
Trustees' minute books	Permanently retained
Contact details of those booking visits for schools	5 years after last contact
Contact details of schools in city/county	Until unsubscribe
Subject Access Request Records	1 year following completion
MA Course essays	6 years after completion of course
MA Dissertations	Hard copies kept for 6 years after completion then a scanned copy to be retained indefinitely.
Inland Revenue/HMRC approvals	Permanently retained
Income Tax and NI returns, correspondence with HMRC	6 years after the end of the financial year to which they relate
Statutory Maternity Pay records, calculations, certificates or other medical evidence	6 years after the end of the tax year in which the maternity period ends.
Parental Leave	6 years from birth/adoption of the child or 18 years if the child receives a disability allowance
Wage/salary records	6 years
National minimum wage records	3 years after the end of the pay reference period following the one that the records cover
Statutory Sick Pay records, calculations, certificates, self-certificates	6 years after the employment ceases.