

ESSEX WILDLIFE TRUST

DATA RETENTION POLICY

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1. Introduction

The General Data Protection Regulations describes how organisations must collect, handle and store personal information and for these purposes EWT is defined as a data controller. The rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The six principles set out under Article 5 of GDPR are:

- a) "Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) Adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed;
- d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures"

Essex Wildlife Trust will hold the data below for the length indicated.

Data	Length held
Employment contracts	6 years after employment ceases
Job Applications	1 year

Interview panel notes	6 months (unsuccessful)
Personnel files	6 years after employment ceases
Pension data	6 years
Pension details	6 years
Salary details	6 years
Volunteering details	6 years after volunteering ceases
DBS check documentation	6 months

Membership application forms	6 years after membership has terminated
Credit card payment receipts	12 full months from date of transaction
Direct debit reports for membership	6 months from report date; electronic history of changes recorded within membership record, deleted 6 years after end of membership.
Standing orders and direct debit details for membership	Deleted 6 months after cancellation.
Magazine distribution list	Max. 2 months
All records related to membership not otherwise listed above	6 years after membership terminated.
Trust-wide Gift Aid data (inc from VC)	6 years from date of transaction
Donor records	6 years from the last donation
Fundraising records	6 years from the last donation
Community fundraisers (Local Groups)	6 years from the last donation
Legacy	6 years from date of death (unless legitimate interest)
In memory	6 years from donation