



Charity number 1197599

## Personal Data Retention Policy for Brereton Big Local CIO

### Introduction

At Brereton Big Local CIO, we are committed to maintaining the trust and confidence of our visitors to Brereton Community Hub. The hub can be hired out to the public, this policy addresses Brereton Community Hub's approach to archiving, retention or deletion of personal data and details how long personal data is kept before being destroyed or archived.

The policy was prepared in conjunction with:

- General Data Protection Regulation GDPR (2018)

### Interaction

#### Bookings

- Emails about bookings
- Booking form
- Booking form receipts file
- Contact details Electronic/paper
- Financial audit (Stored for 6 years)

Shred/delete once hire date has expired – ADMIN

#### Booking enquiry

- Emails about bookings
- Booking form
- Contact details Electronic/paper

Shred/delete once hire date has expired – ADMIN

#### Volunteers

- Contact details
- Details of activity

Shred/delete once volunteer has ceased volunteer participation

#### Complaint

- electronic /paper

Stored indefinitely - ADMIN

Archive/deletions Authorised by Trustees

#### Contractors

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

Stored for 6 years Delete/shred - ADMIN

#### CCTV (see also the CCTV Policy)

- Recorded images electronic

Stored for 21 days unless required as evidence – will be stored in line with CCTV policy guidance.