



Hebden Bridge Arts

Data Retention Policy

October 2022

Introduction

The EU General Data Protection Regulation (GDPR), which came into force on 25 May 2018, brings in stricter requirements regarding how long personal data may be retained.

The emphasis under the GDPR is *data minimisation*, both in terms of the volume of data stored on individuals and how long it's retained. Personal data shall be kept for no longer than is necessary for the purposes for which it is being processed. There are some circumstances where personal data may be stored for longer periods (e.g. archiving purposes in the public interest, scientific or historical research purposes). Personal data that is stored should be limited to a strict minimum and time limits should be established by the data controller for deletion of the records or for a periodic review.

Hebden Bridge Arts ('the Charity') must therefore ensure personal data is securely disposed of when no longer needed. This will reduce the risk that it will become inaccurate, out of date or irrelevant.

This policy will be updated from time to time and will be reviewed at least annually.

Data Protection Officer

Lisa Graham, Company Secretary, Hebden Bridge Arts.

Postal Address: c/o The Town Hall, St George's Street, Hebden Bridge, HX7 7BY.

Email: contactus@hebdenbridgearts.co.uk

Scope

The Charity's records, whether physical or digital, are subject to the retention requirements of this procedure. Records can be staff records for employees or business information.

Administration

Attached as Appendix A is a Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical and electronic records of the Charity and the retention and disposal of electronic documents. We will make modifications to the Retention Schedule from time to time to ensure that it follows national legislation and includes the appropriate document and record categories for the Charity; monitor legislation affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

Whenever the agreed Retention Schedule is used, the guidelines listed below should be followed:-

- Decisions to destroy records should also be considered locally, in the light of the need to preserve records whose use cannot be fully anticipated at the present time but which may be of value to future generations (a destruction log must be retained)
- Electronic linkage to the physical records must be considered
- Recommended minimum retention periods should be calculated from the end of the calendar or accounting year following the last entry on the record
- Compliance with the Data Protection Act 2018 in that secure storage is provided and data are not kept for longer than necessary for the purpose for which it was collected

The Data Protection Officer is responsible for destroying data once it has reached the end of the retention period as specified in Appendix A.

To ensure that confidentiality is maintained at all times, records will be destroyed by shredding or securely destroyed.

Suspension of Record Disposal in Event of Legal Proceedings or Claims

There are certain occasions when information needs to be preserved beyond any limits set out in the policy. The policy must be SUSPENDED relating to a specific customer or document and the information retained beyond the period specified in the Charity's Data Retention Schedule in the following circumstances:

- Legal proceedings or a regulatory or similar investigation or obligation to produce information are known to be likely, threatened or actual
- A crime is suspected or detected
- Information is relevant to a company in liquidation or receivership, where a debt is due to the Charity

In the case of possible or actual legal proceedings, investigations or crimes occurring, the type of information that needs to be retained relates to any that will help or harm the Charity or the other side's case or liability or amount involved.

If there is any doubt over whether legal proceedings, an investigation or a crime could occur, or what information is relevant or material in these circumstances, the Data Protection Officer should be informed.

The Data Protection Officer shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

Appendix A – Retention Schedule

Broad description	Record Type	Retention Start	Retention period	Action at end of retention period	Notes
Event & Transaction Records	Bookings, performance contracts, venue agreements	End of contract	1 year	Review and if no longer needed destroy	
Event & Transaction Records	Event Ticket stubs & wegotickets data	End of Event	As soon as data collated for statistical use and KPI's – not more than 3 months after event	Review and if no longer needed destroy	
Corporate Governance	Board Meetings Minutes - signed	Creation	Before 20 years	Transfer to a Place of Deposit	
Corporate Governance	Incidents (serious, RIDDOR)	Date of Incident	20 Years	Review and consider transfer to a Place of Deposit	
Corporate Governance	Incidents (not serious)	Date of Incident	10 Years	Review and if no longer needed destroy	
Corporate Governance	Accident Book	Date of incident	3 years	Review and if no longer needed destroy	

Broad description	Record Type	Retention Start	Retention period	Action at end of retention period	Notes
Corporate Governance	Policies, strategies & Operating procedures including business plans	Creation	Life of organisation plus 6 years	Review and consider transfer to a Place of Deposit	
Communications	Press releases and important internal communications	Release Date	6 years	Review and consider transfer to a Place of Deposit	
Communications	Newsletter subscription	Creation	Until consent is withdrawn	Remove and destroy contact information	A record of "unsubscribes", not including any contact information should be kept for a period of 2 years
Communications	Electronic Mail (current clients/customers)	Creation	Lifetime of the relationship	Remove and destroy contact information	
Communications	Electronic Mail (Ex clients/customers)	When the business relation ends	1 year	Remove and destroy contact information	A synopsis of business critical conversations can be kept as long as contact information is removed
Communications	Electronic Mail (deleted and sent items)	When deleted or sent	6 months	Remove and destroy contact information	All staff must ensure that their deleted and sent items folder is permanently deleted after

Broad description	Record Type	Retention Start	Retention period	Action at end of retention period	Notes
					6 months if not current client/customer
Staff Records	Staff, Trustee and volunteer records, including Staff Training	Staff member leaves	6 years	Review and if no longer needed destroy	This includes (but is not limited to) evidence of right to work, security checks and recruitment documentation for the successful candidate including job adverts and application forms, redundancy records, sickness records, annual leave. May be destroyed 6 years after the staff member leaves or the 75 th birthday, whichever is sooner.
Recruitment	Job applications (unsuccessful)	Closing date of vacancy	6 months	Review and if no longer needed destroy	
Recruitment	Job applications (interviewed)	Closing date of vacancy	1 year	Review and if no longer needed destroy	

Broad description	Record Type	Retention Start	Retention period	Action at end of retention period	Notes
Procurement	Contracts sealed or unsealed, tenders (successful)	End of contract	6 years	Review and if no longer needed destroy	
Procurement	Tenders (unsuccessful)	Award of tender	6 years	Review and if no longer needed destroy	
Estates	Equipment monitoring and testing and maintenance work	Completion of monitoring or test	10 years	Review and if no longer needed destroy	
Estates	Inspection reports	End of lifetime of installation	Lifetime of installation	Review	
Finance	Accounts and associated finance records in regards to the Charity	Close of financial year	7 years	Review and if no longer needed destroy	
Finance	Donations	Close of financial year	7 years	Review and if no longer needed destroy	
Finance	Final annual accounts report	Creation	Before 20 years	Transfer to a Place of Deposit	
Legal, Complaints & information Rights	Complaints	Closure of incident (see Notes)	10 years	Review and if no longer needed destroy	The incident is not closed until all subsequent processes have ceased including litigation. The file must not be kept on the

Broad description	Record Type	Retention Start	Retention period	Action at end of retention period	Notes
					patient file. A separate file must always be maintained.
Legal, Complaints & information Rights	Freedom of Information (FOI) requests and responses and any associated correspondence	Closure of FOI request	3 years	Review and if no longer needed destroy	Where redactions have been made it is important to keep a copy of the redacted disclosed documents or if not practical to keep a summary of the redactions.
Legal, Complaints & information Rights	FOI requests where there has been a subsequent appeal	Closure of appeal	6 years	Review and if no longer needed destroy	
Legal, Complaints & information Rights	Industrial relations including tribunal case records	Close of financial year	10 Years	Review and consider transfer to a Place of Deposit	Some organisations may record these as part of the staff record but in most cases they will form a distinct separate record either held by the staff member/manager.
Legal, Complaints & information Rights	Litigation records	Closure of case	10 years	Review and consider transfer	

Broad description	Record Type	Retention Start	Retention period	Action at end of retention period	Notes
				to a Place of Deposit	
Legal, Complaints & information Rights	Patents / trademarks / copyright / intellectual property	End of lifetime of patent or termination of licence/action	Lifetime of patent or 6 years from end of licence /action	Review and consider transfer to Place of Deposit	
Legal, Complaints & information Rights	Software licences	End of lifetime of software	Lifetime of software	Review and if no longer needed destroy	
Legal, Complaints & information Rights	Subject Access Requests (SAR) and disclosure correspondence	Closure of SAR	3 Years	Review and if no longer needed destroy	
Legal, Complaints & information Rights	Subject access requests where there has been a subsequent appeal	Closure of appeal	6 Years	Review and if no longer needed destroy	
Legal, Complaints & information Rights	Charity articles, memorandum of association, certificates of corporation, VAT registration certificates	Creation	Before 20 years	Transfer to a Place of Deposit	