



Data Retention Policy

The Polehampton Charity will not retain any data longer than necessary. The data that we do retain is either of historical interest and value, or information that we are required to retain as a Grant giving Charity.

This policy sets out our intention to retain data no longer than necessary and the information we do retain, and for how long.

Retaining data

The fifth data protection principle requires that we should not keep personal data for longer than we need to for the purpose it was collected for. This means that the personal data that we hold should be destroyed or erased from our systems when it is no longer needed. If you think that we are holding out-of-date or inaccurate personal data, please speak to the DPO.

Purpose of the Retention Schedule

The retention schedule below is a tool used to ensure the retention of all personal data processed by The Polehampton Charity, is retained for as long as it is needed. It takes account of the context within which The Polehampton Charity operates. It is intended primarily as a resource for the Trustees and Clerks who process and retain information and enables disposal activity to be carried out in a consistent and controlled manner.



Data Subject	Data item group	Short term need (immediate, +1 month)	Medium term need (+1 year)	Long term (+5 years)	Very long term (+ 25 years)	Justification
Grant applications	People	3 months maximum and retained on website				Whilst a application is being considered and then in case of any issues.
Property information (tenancies), leases etc	Assets			Should be kept for the length of the lease	Should be kept for the length of the lease	As a legal document this must be retained on file.
Trustee data and staff and contractor /personal information	People				Should be kept for as long as an individual is associated with the charity	For the length of time the Trustee or staff member/contractor is in post and then a minimum of name and contact email should be retained.
Policies	Information			Likely to be long-term.		For as long as is relevant. All live and previous versions should be retained on file.

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