

Summary Data Retention Schedule



Customers	Retained for	Action at end of retention period	Lawful Basis for Requiring Data					Additional Information	
			Consent	Legal	Contractual	Legitimate Interest	Public Task	Special Category	Criminal Data
Contact Details & Personal Information	Attendance + 2 years	Anonymized	✓			✓	✓	✓	
Membership Contract	Membership + 3 years	Deleted	✓			✓	✓	✓	
Direct Debit Bank Details	Until final transaction	Deleted	✓		✓				
Activity / Attendance Records	Attendance + 2 years	Anonymized	✓			✓	✓		
Correspondence	3 years	Deleted	✓			✓			
Freedom of Information Requests	3 years / 6 years for appeals	Anonymized		✓		✓			
Health & Safety Related Information	Indefinitely	N/A		✓		✓	✓	✓	✓
Registration Forms & Permissions	Attendance + 3 years	Deleted	✓	✓	✓	✓	✓	✓	
Staff (including volunteers)	Retained for	Action at end of retention period	Lawful Basis for requiring data					Additional Information	
			Consent	Legal	Contractual	Legitimate Interest	Public Task	Special Category	Criminal Data
Job Applicants	6 months after closing date	Deleted	✓	✓	✓	✓		✓	
PVG	70 years	Deleted	✓	✓	✓	✓	✓	✓	✓
Contact & Personal Details	Employment + 7 years	Deleted	✓		✓				
Bank Details	Employment + 1 full tax year	Deleted	✓	✓	✓				
Correspondence	Employment + 7 years	Deleted	✓		✓	✓			
Contractual Details	70 years	Deleted	✓	✓	✓			✓	
ID Evidence	Employment + 7 years	Deleted	✓	✓	✓	✓	✓	✓	
Health & Safety Related Information	Indefinitely	N/A		✓	✓	✓	✓	✓	✓
Board of Directors	Retained for	Action at end of retention period	Lawful Basis for requiring data					Additional Information	
			Consent	Legal	Contractual	Legitimate Interest	Public Task	Special Category	Criminal Data
Contact & Personal Details	Service + 7 years	Deleted	✓	✓		✓	✓	✓	
Correspondence	Service + 7 years	Deleted	✓	✓		✓			
Bank Details	Service + 1 full tax year	Deleted	✓	✓	✓				