

## Appendix – Data Retention Schedule

### Financial Records

Personal data record category	Mandated retention period	Record owner
Payroll records	Seven years after audit	Finance
Supplier contracts	Seven years after contract is terminated	Finance
Chart of Accounts	Permanent	Finance
Fiscal Policies and Procedures	Permanent	Finance
Permanent Audits	Permanent	Finance
Financial statements	Permanent	Finance
General Ledger	Permanent	Finance
Investment records (deposits, earnings, withdrawals)	7 years	Finance
Invoices	7 years	Finance
Cancelled cheques	7 years	Finance
Bank deposit slips	7 years	Finance
Business expenses documents	7 years	Finance
Check registers/books	7 years	Finance
Property/asset inventories	7 years	Finance
Credit card receipts	7 years	Finance
Petty cash receipts/documents	7 years	Finance

## Business Records

Personal data record category	Mandated retention period	Record owner
Article of Incorporation to apply for corporate status	Permanent	CEO
Board policies	Permanent	CEO
Board meeting minutes	Permanent	CEO
Tax or employee identification number designation	Permanent	CEO
Office and team meeting minutes	None	CEO
Annual corporate filings	Permanent	CEO
Deeds	12 years	CEO
Property Deeds, legal and property records	Indefinitely	CEO

## HR: Employee Records

Personal data record category	Mandated retention period	Record owner
Disciplinary, grievance proceedings records, oral/verbal, written, final warnings, appeals	6 years post-employment	AHM
Applications for jobs, interview notes – Recruitment/promotion panel Internal Where the candidate is unsuccessful Where the candidate is successful	Deleted immediately 6 years post-employment	AHM
Payroll input forms, wages/salary records, overtime/bonus payments Payroll sheets, copies	7 years	AHM/CEO
Bank details – current	Duration of employment	AHM/CEO
Payroll/wages – bank details	Duration of employment	AHM/CEO
Job history including staff personal records: contract(s), Ts & Cs; previous service dates; pay and pension history, pension estimates, resignation/termination letters	6 years post-employment	AHM
Employee address details	Duration of employment	CEO/AHM

Emergency Contacts	Duration of employment	AHM
Email mailing list	Duration of employment	Constant Contact
Master List	Duration of employment	Fundraising
Expense claims	7 years	CEO
Annual leave records	Duration of employment	AHM
Accident books	3 years	AHM
Accident reports and correspondence	7 years	AHM
Certificates and self-certificates unrelated to workplace injury; statutory sick pay forms	7 years post-employment	CEO
Pregnancy/childbirth certification	7 years post-employment	CEO
Parental leave	7 years post-employment	CEO
Maternity pay records and calculations	7 years post-employment	CEO
Redundancy details, payment calculations, refunds, notifications	7 years post-employment	CEO
Training and development records	7 years post-employment	AHM
Meetings attended and contributions made at meetings, recorded in minutes	7 years	AHM
Verification of Identity	Auditor to set	Auditor

## Volunteer Records

Personal data record category	Mandated retention period	Record owner
Application forms; Unsuccessful Successful	Destroyed immediately Duration of volunteering	Volunteer coordinator
Emergency contacts and medication	Duration of volunteering	Volunteer coordinator
Email mailing list	Duration of volunteering	Constant Contact
Master List	Duration of volunteering	Fundraising
Accident reports	7 years	Volunteer coordinator
Fostering agreement/doggy day out forms	Duration of volunteering	Volunteer coordinator
Bank account details and taxpayer status – if donor and/or Gift Aid	7 years from the last Gift Aid claim to HMRC	Fundraising
Meetings attended and contributions made at meetings, recorded in minutes	7 Years	Volunteer coordinator

## Trustee Records

Personal data record category	Mandated retention period	Record owner
Mandatory forms to become a Trustee Inc. Name, address, email address, verification of identity (with Auditors)	Duration of Trustee	CEO
Companies House – Name and address	Set by Companies House	Companies House
Other trustee and company involvement	Duration of Trustee	CEO
Meetings attended and contributions made at meetings, recorded in minutes	7 years	CEO
Email mailing list	Duration of Trustee	Constant Contact
Master List	Duration of Trustee	Fundraising
Accident reports	7 years	CEO
Emergency contacts	Duration of Trustee	CEO
Bank account details and taxpayer status – if donor and/or Gift Aid and reimbursement of expenses	7 years from the date of the last Gift Aid claim to HMRC	Fundraising and CEO

## Contracts

Personal data record category	Mandated retention period	Record owner
Signed	Permanent	Finance
Contract amendments	Permanent	Finance
Successful tender documents	Permanent	Finance
Unsuccessful tenders' documents	Permanent	Finance
Tender – user requirements, specification, evaluation criteria, invitation	Permanent	Finance
Contractors' reports	Permanent	Finance
Operation and monitoring, eg complaints	Permanent	Finance

## Supporter Data

Personal data record category	Mandated retention period	Record owner
Animal application form If unsuccessful/does not adopt If successful/does adopt Homecheck forms	3 months 7 years Destroyed immediately after use	Reception Homechecker
Microchip registration details Paper records Computer records	7 years 7 years	Reception
Fostering agreement	Duration of fostering	Reception
Computer records held by provider of microchip	Life of the animal	Provider
Accident records	7 years	Reception
Adoption form	7 years	Reception
Home for Life Scheme	Life of the animal or opt out	Reception
Rabbit bonding consent	Duration of bonding process	Reception
Previous Owner details – Name, postcode, history of animal, veterinary practice	2 years after animal surrendered	Reception
Customer relationship management (CRM) data – inclusive of Name, Email address, mobile number, address, emails and phone call summaries, Data Protection Officer information	Retained whilst supporter remains a donor, adopter,  Home for Life register, in touch with the Home. Once a Supporter requests all records to be deleted, data will be deleted.	Reception
One off or regular giving paper forms inc. Gift Aid, Standing Order, Kennel/pen sponsorship, one off donations	Retained whilst supporter remains a donor. Gift Aid forms – 7 years from the date of the last claim to HMRC	Fundraising
Donated goods Gift Aid forms	7 years from the date of the last claim to HMRC	Fundraising
Email Mailing list (only name & email address stored)	Retained until supporter opts out	Fundraising
<b>Master list;</b>		
Animal adopters	2 years	Fundraising
Shop donors (goods) – Gift Aid (GA) only	7 years from the date of the last claim to HMRC	Fundraising
Any Financial donations – both GA & non.	7 years	Fundraising
Requested add on	2 years unless adopt or donate	Fundraising

## IT

Personal data record category	Mandated retention period	Record owner
Recycle Bins	Cleared monthly	Individual employee
Downloads	Cleared monthly	Individual employee
Inbox	All emails containing Personally Identifiable (PII) Information attachments deleted after 3 years.	Individual employee
Deleted Emails	Cleared monthly	Individual employee
Personal Network Drive	Reviewed quarterly, any documents containing PII deleted after 3 years	Individual employee
Local Drives & files	Moved to network drive monthly, then deleted from local drive	Individual employee
Google Drives, drop box	Reviewed quarterly, any documents containing PII deleted after 3 years	Individual employee
Database and server backups: Daily backups Monthly backups Yearly backups	32 days 13 months 7 years	IT