

Barth Syndrome UK Data Retention Policy

Reviewed: **01.11.2019 / 02.12.2020 / 02.12.2021 / 15.03.2023 / 23.03.2024**

Next Review Date: 23.03.2025

1 Data Retention Policy

The Barth Syndrome UK (BS UK) Data Retention Policy is a tool to ensure all business information is retained for as long as it is needed.

It takes account of the context within which the Charity operates, including the legal and regulatory environment, for example compliance with the fifth data protection principle, and the expectations of stakeholders.

It is intended primarily as a resource for those responsible for processing data and to enable the disposal activity to be carried out in a consistent and controlled manner.

The Charity collects, processes and stores various different categories of data. Each category has its own retention period which applies to all records in that category and to all formats: paper and electronic. The data retention period will be adhered to wherever possible, although it is recognised that there may be exceptional circumstances which require documents to be kept for either shorter or longer periods.

If individual records or documents require an alternative retention period, this must be agreed with the Trustees and Board of BS UK in advance of any change and the reasons are to be noted and retained with the data.

The schedule below outlines the retention periods for each different category of data and the appropriate disposal activity.

Category of Data	Details	Retention Period	Disposal Activity
Service Users' Data	Sensitive, personal data often relating to minors	Electronic: indefinitely (with appropriate safeguards). May be securely archived periodically. Paper: 7 years	Paper: Crosscut Shred Electronic: n/a
Fundraisers/Donors/Accounts files	Names, addresses and/or email addresses	7 years then refresh consent.	Paper: Crosscut shred Electronic: anonymise
Emails	Names, email addresses, post addresses	7 years	Paper: n/a Electronic: delete
Competition Entrants	Names, email addresses, post addresses	2 years then refresh consent	Paper: Crosscut shred Electronic: anonymise
Incoming Telephone Calls	Names, addresses, email addresses, telephone numbers	2 years	Paper: Crosscut shred Electronic: n/a
Employee records	personnel files Payroll records, tax records	7 years after all obligations end	