**Data Retention Policy**

**How long we store and how we dispose of personal information collected by our organisation**

This Data Retention Policy applies to information Kirkhill and Bunchrew Community Trust (KBCT) collect about individuals who interact with our organisation. It explains what personal information we collect, when we dispose of it and how we dispose of it.It forms a suite of policies along with the Data Protection Policy, Privacy Policy and Data Procedures Guidance.If you have any comments or questions about this notice, feel free to contact us at chair@kirkhillandbunchrew.org.uk

## 1. Data Retention Schedule

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

KBCT actively manages the data we collect, complying with up-to-date legislation. The following table explains the purpose for which data is collected, the key elements of that data, the period for which we retain it, and how we dispose of it.

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Data (key elements)** | **Retention Period and Disposal** |
| Enquiring about our organisation and its work | Name, email, message | 6 months  Paper:  Electronic: |
| Subscribing to email updates about our work | Name, email | Period of Trust membership or until consent is withdrawn  Paper:  Electronic: |
| Making a donation | Name, email, address, payment information | 7 years  Paper:  Electronic:. |
| Signing up as a member | Name, email, address,  phone number | period of membership  Paper:  Electronic: |
| Website functionality | Website activity collected through cookies | This data is not collected by the present website  Paper:  Electronic: |
| Former members | Name and date of membership termination | 6 years from termination date  Paper: shred or burn  Electronic: delete data |
| Former trustees | Name and date of resignation from board | 6 years form termination date  Paper: shred or burn  Electronic: delete data |