

Flicka Foundation Horse and Donkey Sanctuary

Data retention policy

What does the General Data Protection Regulation (GDPR) say about retaining information?

Article 5 e of the GDPR states 'personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed [...]'.

As with the Data Protection Act, the GDPR does not prescribe a minimum or maximum length of time that personal data should be kept. This is because how long is appropriate is entirely dependent on the purpose to which the data is used.

1. Introduction

Flicka Foundation holds a great deal of personal data that is crucial to the running of the organisation. Data we hold must be available and accessible and usable upon demand by an authorised person. It is important that any personal data is securely erased or anonymised when the purposes for which it is kept no longer exist, in order to comply with the GDPR.

2. Scope

The Data Retention Policy applies to data held by Flicka Foundation or accessed by anyone authorised by Flicka Foundation, regardless of the form in which it is held. It applies throughout the lifecycle of the information from creation through storage and use to disposal. The policy applies to all types of devices (laptop, mobile, memory stick etc) on which the data is held or accessed, either on Flicka premises or elsewhere.

3. Policy awareness and guidance on data retention

The Data Retention Policy will be made available to all members of the workforce via the electronic noticeboard.

Please refer to the Appendix at bottom of this document to find out how long certain types of data are to be retained.

4. Disposal of Information

Flicka workforce members have an obligation to dispose of personal, confidential and business critical information in a secure manner. This includes ensuring that all backups and copies are included in the destruction of records.

Any data category which is not referred to in this policy should be referred to the Senior Information Risk Owner.

5. Legal and Contractual Requirements

Flicka will abide by all relevant legislation related to the holding and processing of information. In particular, data protection legislation defined as (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998.

6. Responsibilities

The Senior Information Risk Officer is responsible for the Data retention policy. The Senior Information Risk Officer is Judy Giles.

IAO (Information Asset Owners), are responsible for ensuring that information used is managed and used in accordance with the Data Retention Policy.

Any member of the workforce who is concerned around data retention concerning an information asset should report to their manager or the information asset owner.

7. Third party contractors

If at any time, Flicka enters into an agreement with a third party who is storing, processing or transmitting data covered by this policy, Flicka will ensure that there is an appropriate contract with third party so that the applicable retention period is adhered to.

8. Maintenance

The Data Retention Policy will be monitored and maintained and reviewed at least annually and whenever a significant event occurs which requires its revision. Flicka should also regularly audit and monitor their approach towards the secure disposal of data.

Retention Periods: Employees/ volunteer related records

Type of record	Retention period
Personnel files of employed and volunteers including training records and notes of disciplinary and grievance hearings	7 years from the end of employment
Application forms/interview notes for employees and volunteers	6 months from the date of the job advertisement
Facts relating to redundancies where less than 20 redundancies	7 years from the date of redundancy
Facts relating to redundancies where 20 or more redundancies	7 years from the date of the redundancies
Payroll records, Income Tax and NI Returns, including correspondence with tax office	At least 3 years after the end of the tax year to which the records related

Statutory Maternity and adoption Pay records and calculations	3 years after the end of the tax year in which the maternity period ends
Statutory Sick Pay records and calculations/Sickness records	At least 3 months after the sickness ends.
Wages and salary records	3 years
Individual pension entitlement and contribution history	As long as there is a member or dependant liability
DBS checks for employees and volunteers	7 years after end of employment
Accident books, and records and reports of accidents	3 years after the date of the last entry
Health Records for employees and volunteers	During employment/ volunteer engagement
Health Records where reason for termination of employment is connected with health, including stress related illness	3 years
Examination, testing, monitoring and control records	Review 5 years after last action
Medical records kept by reason of the Control of Substances Hazardous to Health Regulations 1999	40 years
Health & Safety: Training, guidance and instructions Risk assessment reports and reviews / Building related risk assessments	Review 3 years from date superseded. The HSE recommends 40 years for personal records - http://www.hse.gov.uk/health-surveillance/record-keeping/index.htm
Contractual records	6 years
Grant agreements with Flicka	6 years
References received for employees and volunteers	1 year
Annual leave records	2 years
Annual appraisal/assessment records	5 years
Volunteer supervision notes	3 months after volunteer leaves
Records relating to promotion, transfer, training, disciplinary matters	1 year from end of employment/ volunteer engagement
References given and information to enable references to be provided	5 years from reference/ end of employment
Summary of record of service eg: name, position held, dates of employment	10 years from end of employment
Records relating to accident or injury at work	12 years

Retention Periods: Donors/ Adopters/ Fosterers / Owners

Type of record	Retention period
Donors and other types of supporters	<ul style="list-style-type: none"> • 2 years after last donation or contact from the donor or supporter • Gift aid records – 6 years
Adopters – paying for themselves or where someone else is paying	<ul style="list-style-type: none"> • Six months after payment period ends (for annual adoption) or last payment (for monthly payments) • Gift aid records – 6 years
Fosterers or potential fosterers	6 months after the relationship (whether fostering or exploration of potential fostering) has ended
Owners of animals that we have re-homed or are discussing re-homing	1 year after the end of the relationship
Owners of “animals of concern”	1 year after we have finished any investigations, negotiations or rescues relation to your animal(s)