

# **Endlesham Hall – Data Retention Policy**

Summary of different personal data we hold and the period of time held for.

## **Community Members**

We will delete your details when you cease to be a member of the community, if we hold no other reason to keep your data.

## **Supporters/Partners/Volunteers**

We will delete your data when you are no longer acting as a supporter/partner, if we hold no other reason to keep your data.

## **Giving/Donation**

Physical records are kept for the current financial year plus the previous six financial years (statutory requirement) after the last donation.

## **Employee**

Data retained during period of employment and for six full financial years after leaving.

## **Unsuccessful Job Applicants**

We will delete your data six months after you apply for the post.

## **Activity/Event Attendee Registration Forms**

Data reviewed at least annually and non-participant records deleted.