

**ABF THE SOLDIERS’ CHARITY**

**RETENTION OF RECORDS (GDPR compliant)**

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| **TYPE OF RECORD** | **RETENTION TIME** | **RESPONSIBILITY** |
| **1. Fundraising & Marketing Information** | |  |
| Information connected to donations  The name and address of people who ask not to be mailed will be kept for as long as necessary to ensure that they are not mailed again, any other data relating to the data subject will be deleted at the earliest possible time | 6 years from date of last donation nor activity | Director National Fundraising  Director of Regions |
| Gift Aid Declarations | Gift Aid Declarations do not have a retention time limit and will be kept through a donor’s lifetime or until the donor notifies the Charity that he or she is no longer a UK taxpayer. | Director National Fundraising |
| **2. Grants Information** | |  |
| Information connected to beneficiaries | Retained for a maximum of 7 years after the end of service delivery relationship plus the current financial years, in line with SSAFA policy for client casework, and CMS Platform User Agreement.  Holdings reviewed at the 2 Year point | Director of Grants & Welfare |
| **3. HR Information** | |  |
| a. Application and Recruitment Records for unsuccessful applicants (successful applicants transferred to full Personnel Records) | 7 Months after applicant notified of outcome | HR Manager |
| b. Personnel and employment records/details of terms & conditions including:   * Appraisal records/objectives/performance reviews or targets agreed. * Development/training needs and records of completed activities. * Disciplinary Records | 10 Years after employment ends | HR Manager |
| c. Parental Leave | 5 years from birth or adoption, or 18 years if the child receives a disability allowance. | HR Manager |
| d. Third Party emergency contact details for individual employees | Destroy at end of employment | HR Manager |
| e. Pay & Benefits information (Inland Revenue requirements) | 7 Years after employment ends | Director of Finance |
| f. Sickness Absence Records | 6 years after employment ends. | HR Manager |
| g. Health & Safety Assessments | 6 Years from time of assessment | Facilities Manager |
| h. Details of Injuries or Accident Reports/Records | 6 Years from time of accident occurring | Facilities Manager |
| i. Redundancy Records | 6 years from date of redundancy. | HR Manager |
| j. Disclosure Certificates | No longer than 6 months | HR Manager |
| **4. Financial Information** | |  |
| All financial information – including Gift Aid declarations | Retention period ranges from between six years to ten years from the end of the Financial Year in which the transaction was made. | Director of Finance |
| **5. Other Information** | | |
| Trustees’ Minute Books | Permanently | Chief of Staff |