

# Lifeafterhummus Community Benefit Society Limited

## Data retention schedule

This schedule has been produced in line with our GDPR policy

“In order to ensure that personal data is not retained for longer than is necessary, the Directors will approve a retention schedule for different categories and sub-categories of data. When personal data has reached the end of its retention period Directors will ensure it is securely erased or anonymised unless there is a lawful basis for retaining it for a further period. Any decision to retain data longer than the period outlined in the schedule must be approved by the Directors.”

Record type	Retention period	Action required
Beneficiary/service user registration form	5 years from last contact. Being able to track impact and outcomes for individuals over a long period enables us to demonstrate the efficacy, and long term health & wellbeing outcomes of our services. Beneficiaries will be contacted to obtain consent for further retention.	If no consent given to retain data for a further period for the purposes of tracking long term efficacy and impact, data will be anonymised. Identifiable personal data (name, address, date of birth, full postcode) will be removed.
Individual evaluation data		
Individual outcomes data		
Registration form	[Subject to funder requirements e.g. 6 years if E.U. Funded ]	Form will be securely destroyed
Evaluation forms	[Subject to funder requirements e.g. 6 years if E.U. Funded ]	Form will be securely destroyed
Personal data for Marketing purposes – mailing lists	[2 years from last contact. People on mailing list will be contacted to confirm continued receipt of marketing materials within 2 years of last explicit consent. Opt out exists on communications from mailing list.]	Securely destroy/delete data used for mailing list
Accident Records	Minimum of 3 years since the last entry, or if it involves a child until they reach 21.	Securely destroyed
Salary and Pay	Minimum of 6 years.	Securely destroyed
Income Tax and NI	Minimum of 3 years from the end of the financial year to which they relate.	Securely destroyed
Maternity and Paternity		
Working Time	2 years	Securely destroyed
Application and Recruitment	1 year	Securely destroyed

Records		
Parental Leave	5 years from birth or adoption, or 18 years if the child receives a disability allowance.	Securely destroyed
Pension Benefits	12 years from the ending of any benefit payable.	Securely destroyed
All Personnel Files and Training Records	6 years from the end of employment.	Securely destroyed
Redundancy Records		
Sickness Absence Records		

This schedule is subject to change by the Directors. We will publish the up to date data retention schedule on our website at [www.lifeafterhummus.com](http://www.lifeafterhummus.com) .

Approved by Directors November 2018