

DATA RETENTION POLICY

INTRODUCTION

Calvary Southampton (referred to as “We,” “Us” or “Our” in this policy) collects and processes various forms of data in order to meet its aims and to meet legal obligations and best practices. The purpose of this policy is to detail the procedures for the retention and disposal of this data to ensure that we carry this out consistently and that we fully document any actions taken. Unless otherwise specified the retention and disposal policy refers to both hard and soft copy documents.

SCOPE

We store and process data on various platforms. These include:

- Third-party servers
- Email accounts
- Devices owned by Our Members
- Paper files

GENERAL

Our policy in general is to retain data only for as long as necessary. When it is no longer necessary, legal, and/or beneficial to retain data, we will dispose of said data according to this Policy.

The retention period will vary depending on the type and purpose of the data, and whether there are any legal or regulatory obligations. The following table outlines our retention of accounting records and other charitable records.

Purchase Invoices and supplier documentation		
Document	Retention period	Reason for retention
Payments cash book or record of payments made	Six years from the end of the financial year in which the transaction was made	Statutory
Purchase ledger		Statutory
Invoice – revenue		Statutory
Petty cash records		Statutory
Invoice – capital item	10 years	Statutory
Successful quotations for capital expenditure	Permanently	Commercial consideration
Income/monies received		
Document	Retention period	Reason for retention
Bank paying in counterfoils		Statutory
Bank statements		Statutory

Remittance advices	Six years from the end of the financial year in which the transaction was made	Statutory
Correspondence re donations		Statutory
Bank reconciliations		Statutory
Receipts cash book		Statutory
Sales ledger		Statutory
Deeds of covenant/Gift Aid declarations	Six years after the last payment made. 12 years if payments outstanding or dispute regarding the deed	Statutory
Legacies	Six years after the estate has been wound up	Statutory
Tax records		
Document	Retention period	Reason for retention
Transfer pricing documents and other records supporting the company's tax return	Six years after the end of the accounting period the tax return relates to / the date on which the enquiry period for the tax return closes	Statutory
Records of all delivery of goods or services and of imports and exports for vat purposes	Six years from the date the records were created	Statutory
Stamp duty land tax documents	Six years from the effective date of the transaction / the date on which tax enquiry into a return is completed or end of the period during which HRMC have power to make an enquiry into the return	Statutory
Payroll documentation		
Document	Retention period	Reason for retention
Income tax records re employees leaving i.e p45	Six years plus current year	Statutory
Notice to employer of tax code (p6)		Statutory
Annual return of employees and directors expenses and benefits (p11d)		Statutory
Certificate of pay and tax deducted (p60)		Statutory
Notice of tax code change		Statutory
Annual return of taxable pay and tax deducted		Statutory
Records of pension deductions (including superannuation)		Statutory
Payroll and payroll control account		Statutory
EMPLOYEE/PERSONNEL RECORDS		
Document	Retention period	Reason for retention

Accident books, accident records/reports	Three years after last entry or end of investigation if later	Statutory
Personnel files and training records	Maximum six years after the employment ceased	Statutory
Wages and salary records	Six years plus the current year	Statutory
Overtime records/authorisation		Statutory
Redundancy details, calculations of payments, refunds, notifications to the Secretary of State	Six years after employment has ceased	Statutory
Records relating to working time	Two years from date on which they were made	Statutory
Applications forms and interview notes (for unsuccessful candidates)	Six months to a year	Good practice
Statutory Maternity Pay records, calculations, certificates or other medical evidence	Three years after the end of the tax year in which maternity period ends	Statutory
Statutory Sick Pay records, calculations, certificates, self-certificates	Three years after the end of each tax year for Statutory Sick Pay purposes	Statutory
National minimum wage records	Three years after the end of the pay reference period following the one that the records cover	Statutory
INSURANCE DOCUMENTS		
Document	Retention period	Reason for retention
Policies	Three years after lapse	Statutory
Claims correspondence	Three years after settlement	Statutory
Employer's Liability insurance certificate	40 years	Statutory
Accident reports and relevant correspondence	Three years after settlement	Statutory
OTHER DOCUMENTS		
Document	Retention period	Reason for retention
Trustee minutes of meetings and decisions made as resolutions in writing	Minimum 10 years from the date of the meeting or from the date of passing a resolution in writing	Statutory
Minutes of general meetings and members' resolutions passed other than at a general meeting	Minimum 10 years after the date of the meeting/resolution/decision	Statutory
Annual accounts and annual review	Permanently	Statutory
Health and safety records	Three years for general records. Permanently for records relating to hazardous substances.	3-10 years

Fixed assets register	Permanently	Statutory
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OTHER PERSONAL DATA

Data that we collect that falls outside of the above schedule will be retained as long as it is operationally necessary.

DESTRUCTION OF PERSONAL DATA

After the retention period has elapsed records may be destroyed. All destruction of personal data will take place through shredding or permanent deletion. We only retain summary annual financial data in electronic form after this time, which contains no personally identifiable information.