

## HBA SUPPORT Data Retention Policy

Area	Reason	Retention	Where held
<b>Provide support services:</b>			
Names and contact details	<ul style="list-style-type: none"> <li>• To provide support services as requested</li> <li>• To keep a record of your relationship with us.</li> <li>• To update you with important administrative messages about your donation, an event or services or goods you have requested.</li> <li>• To comply with the Charities (Protection and Social Investment) Act 2016 and follow the recommendations of the official regulator of charities, the Charity Commission, which require us to identify and verify the identity of supporters who make major gifts so we can assess any risks associated with accepting their donations.</li> </ul>	as long as is reasonable and necessary for the relevant activity	On password protected email server on password protected OneDrive filing system on password protected WIX database.
Information relating to sponsorship			
Genetic and Health information	<p>SENSITIVE INFORMATION: We will only use this information: For the purposes of dealing with your enquiry, training, and quality monitoring or evaluating the services we provide.</p> <p>We will not pass on your details to anyone else without your explicit consent except in exceptional circumstances. Examples of this might include anyone reporting serious self-harm or posing a threat to others or children contacting us and sharing serious issues such as physical abuse or exploitation.</p> <p>Where you have given us your explicit consent or otherwise clearly indicated to us (for example, by submitting your story through our 'Your Stories' website page) that you are happy for us to share your story, then we may publish it on our blog or in other media.</p>	For as long as is reasonable and necessary for the relevant activity or until you tell us you no longer want us to use this. <b>Note consider an agreement to participate form with a timescale - i.e. I agree for my story and information to be shared on website and social channel. I understand that they may be used periodically over the next 2 years.</b>	On password protected email server on password protected OneDrive filing system
Records of meetings and decisions	Where you have agreed to share your story or be part of ant awareness and support communication, we will retain information about our contact	For as long as is reasonable and necessary for the relevant activity or until you tell us you no longer want us to use this. <b>Note consider an agreement to participate form with a timescale - i.e. I agree for my story and information to be shared on website and social channel. I understand that they may be used periodically over the next 2 years.</b>	On password protected email server on password protected OneDrive filing system
Website and user information (including user journeys and cookie tracking)	<p>Wherever possible we use anonymous information which does not identify individual visitors to our website. At this time we only use non targeting cookies to understand performance of website pages. If we decide to employ remarketing activities the following will apply:</p> <p>We gather general information which might include which pages you visit most often and which services, events or information is of most interest to you. We also use "cookies" to help our site run effectively. There are more details below – see 'Cookies'.</p>	as long as is reasonable and necessary for the relevant activity or until you disable cookies	on password protected WIX database.

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<b>Marketing preferences (consent)</b>			
Names and contact details	To send you information regarding our services and events	as long as is reasonable and necessary for the relevant activity or until you unsubscribe	on password protected WIX database on password protected OneDrive filing system
Information relating to sponsorship			
Marketing preferences (consent)	To ensure we are only sending you marketing that you have consented to	as long as is reasonable and necessary for the relevant activity or until you unsubscribe	on password protected WIX database.
Enewsletter	We track if you open you emails and which pages you visit when you click on links in emails from us. We use this information to understand if our communications are being received and which information is most important to you to ensure we provide the best service and experience for you.	as long as is reasonable and necessary for the relevant activity or until you unsubscribe	on password protected WIX database.
<b>Research or archiving purposes:</b>			
Names and contact details	Where you have agreed to be part of our research programmes we will use this information confidentially and will not share this with anyone but our research partner as specifically stated. If we have opportunities for further research we will contact you to request specifical consent to share.	as long as is reasonable and necessary for the relevant activity or until you tell us you no longer want us to use this. <b>Note consider an agreement to participate form with a timescale - i.e. I agree for my story and information to be shared on website and social channel. I understand that they may be used</b>	On password protected email server on password protected OneDrive filing system
Genetic and Health information			
<b>To comply with legal/regulatory requirements and for recruitment and volunteering purposes:</b>			
Contact details (e.g. name, address, telephone number or personal email address)	Where you volunteer with us, to administer the volunteering arrangement.		On password protected email server on password protected OneDrive filing system
Identification documents	To comply with legal and regulatory obligations as per the Charity Commission or UK Law		
<b>Employed staff and volunteer</b>			
Application form	Employed staff and volunteer records should be retained for six years after the end of employment/volunteering but need only to contain sufficient information to provide a reference (e.g. training and disciplinary records).  Copies of any reference should be retained for six years after the reference request. Director's files should be kept for six years.  Note: if an allegation has been made about the member of staff, volunteer or trustee, the staff record should be retained until they reach the normal retirement age or for ten years, if that is longer. E.g. around Safeguarding.	Duration of employment, destroy when	On password protected email server on password protected OneDrive filing system
References received		Duration of employment, destroy when employment ends	
Sickness and maternity records		Six years from the end of employment	
Annual leave records		Six years from the end of employment	
Unpaid leave/special leave records		Six years from the end of employment	
Records relating to an injury or accident at work		12 years	
References given/information to enable a reference to be provided		Six years from the end of employment	
Recruitment and selection material (unsuccessful candidates)		Six months after recruitment is finalised	
Disciplinary records		Six years after employment has ended	
Statutory maternity pay records, calculations and certificates		Retain while employed and for seven years after employment has ended	
Redundancy details, calculation of payments and refunds	Seven years from the date of redundancy		

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<b>DBS checks</b>			
Record disclosure reference numbers and date of the check and return to the volunteer or staff member.	The DBS undertakes criminal records checks of individuals, which charities can use to ensure that they are eligible and suitable for the trustee role. The type of check that can be made depends on the nature of the charity's activities and	Retain for as long as employee or volunteer is regulated to have one	on password protected OneDrive filing system
<b>Safeguarding concern recording forms</b>			
All safeguarding concern forms and related information should be kept for ten years. If the record relates to children and young people, it must be kept until they are 21 years old before destruction.			on password protected OneDrive filing system
<b>Financial records</b>			
Income tax and NI returns, income tax records and correspondence with HMRC	As per HMRC regulations	Six years (public-funded companies)	on password protected OneDrive filing system
Payroll records (also overtime, bonuses, expenses)		Not less than six years after the end of the financial year to which they relate	on password protected OneDrive filing system
<b>Governance and regulatory</b>			
Employers liability certificate	As per Charity Commissions policy	40 years	on password protected OneDrive filing system
Insurance policies		Permanently	
Certificate of incorporation		Permanently	
Minutes of Board of Trustees		Permanently	
Memorandum of association		Original to be kept permanently	
Articles of association		Original to be held permanently	
Variations to the governing documents		Original to be stored permanently	
Statutory registers		Permanently	
Membership records		20 years from the commencement of membership register	
Rental or hire purchase agreements		Six years after expiry	
<b>Others</b>			
Deeds of title	As per Charity Commissions policy	Permanently	on password protected OneDrive filing system
Leases	As per Charity Commissions policy	12 years after the lease has expired	
Accident Books	As per Charity Commissions policy	Three years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21).	
Health and safety policy documents	As per Charity Commissions policy	Retain until superseded	
Assessment of risks under health and safety legislation	As per Charity Commissions policy	Retain until superseded	