

SELKIRK BIDS – RETENTION POLICY 30.01.23

RETENTION POLICY

1. Selkirk BIDS will ensure Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation')”

Responsibility

Selkirk BIDS Data Protection Office has overall responsibility for updating members/staff on regulation changes. They will ensure everyone involved in the processing of Data is aware of the set-out retention period documentation policy.

Principles

Selkirk BIDS Data Protection Officer will ensure Selkirk BIDS follow the principles set out by the ICO on storage

- We will keep personal data for longer than we need it.
- We will consider and ensure justification for the time periods we keep personal data. This will depend on our purposes for holding the data.
- Selkirk BIDS policy sets out retention periods wherever possible, to comply with documentation requirements.
- Selkirk BIDS will periodically review the data we hold, and erase or anonymise it when we no longer need it.
- Selkirk BIDS will consider the challenges to the retention of data. Individuals have a right to erasure if we no longer need the data.
- Selkirk BIDS will clearly identify any personal data that we need to keep for public interest archiving, scientific or historical research, or statistical purposes.

SELKIRK BIDS – RETENTION POLICY 30.01.23

TYPES OF DATA STORED

This Policy applies to all official records generated in the course of the Selkirk BIDS operations, including but not limited to:

- Typed, or printed hardcopy (i.e., paper) documents
- Electronic records and documents (e.g., email, Web files, text files, PDF files)
- Video or digital images
- Graphic representations
- Electronically stored information contained on network servers and/or document management systems
- Recorded audio material

FURTHER HELP AND ADVICE

For more information and advice about this policy contact

Data Protection Officer

Selkirk BIDS

48 High Street

Selkirk

TD7 4DD

Email: DAVCANDERSON@AOL.COM

Web: <https://www.exploreselkirk.co.uk>

ICO Scotland contact details

The Information Commissioner's Office – Scotland

Queen Elizabeth House

Sibbald Walk

Edinburgh

EH8 8FT

Telephone: 0303 123 1115

Email: Scotland@ico.org.uk

**SELKIRK BIDS –
RETENTION POLICY 30.01.23**

Guidelines for data retention within Selkirk BIDS

<u>Grouping Type</u>	<u>Type of data we may hold</u>	<u>Suggested retention period</u>
Staff	Personnel records	7 years from end of employment
	Salary & payroll	7 years
	Pensions documents	Permanently
Charities	Quarterly reviews and charity/fund information	Longer of 3 years from the end of the fund or to meet the Grant letter requirements.
Board of Directors	Contact details, Register of Interests & expense claims	7 years from end of Trusteeship
Investors & donors	Basic contact data & award letters*	10 years after last donation
Volunteer Members	Basic contact details	1 year from last contact
	CV's where appropriate	
Prospective employees not offered a position	CVs	2 years
	Interview records	
Service Users	Contact details Income, Salary and employment details Health information Energy Bills GP contact details Education Bank Details	7 years after service
CCTV	Digital images	Period of 28 days unless required for a specific enquiry

**SELKIRK BIDS –
RETENTION POLICY 30.01.23**