

WEARDALE RAILWAY TRUST DATA RETENTION POLICY

1. About this Policy

This policy sets out the purposes for which data is kept, whether the purpose has been fulfilled and whether the data needs to be kept for any potential future claims. Such data will be safely and securely destroyed at the end of the relevant period, e.g. by shredding.

2. Our data retention procedures

Issue	Period of Retention	Trigger/from
Member's name, address, phone number, e-mail address	The duration of the individual's membership	Date of provision of the data
Information given re dates of availability for duties	Until expiry of the dates in question	Ditto
Member's Emergency contact details	Duration of individual's membership	Ditto
Age related information	Ditto	Ditto
Contractor or other third party's address, phone number, email address	6 years	Ditto
Photos and videos of Members	Duration of individual's membership	Ditto
Bank account details of the member or other person making payment to or receiving payment from the Trust	Until payment received has been cleared in the Trust account or notification from Bank that payment out has been made	From date payment made
General correspondence with Members	6 months	Date of correspondence
Correspondence involving potential claim/disciplinary proceedings	6 years	Date of correspondence
Claims in contract	6 years (Limitation)	Date of breach
Claims in tort (excl. personal injury)	6 years	Date damage suffered
Personal Injury	3 years	Date damage occurred or date of knowledge of injured person
Negligent Latent Defects	15 years (Limitation)	Date of accrual of damage
Company records – gen. books & accounts	3 years (Retention)	From date record made
Meeting Minutes	Permanent	Date of meeting
VAT	Min. 6 years (Retention)	Date on which records made

Tax	6 years (Retention)	From end of accounting period
Gift Aid Declarations	7 years, or permanently if enduring declarations such as standing orders	From date gift aid payment made
Credit/debit card Information	Pending processing of payment	From date payment made by card

3. In some cases, statute provides the minimum or maximum time documents must be held; these are marked 'Retention' above.

'Limitation' refers to the maximum period within which legal proceedings must be brought and would therefore suggest a sensible period for which to keep documents, should an action be brought concerning them.

Policy dated: January 2020