



# Data Retention Schedule

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## Reviews

We are committed to reviewing our policies and good practice annually.

This policy was last reviewed  
on (date):

2/12/2024

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Signed:

Name:

Sue Halford

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Date of next review:

21/12/2026

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# The Arc Community Hub

## 1. INTRODUCTION

This document details the amount of time that the Arc community Hub Charity needs to keep certain types of personal records. It applies to records in all formats, including paper and electronic information.

Record Type	Retention Period
Supporters, Volunteers and friends contact details	24 months after the last contact
Records of attendance of children/ young people & helpers	Indefinitely for safeguarding purposes
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	4 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 22)
Complaints (non -safeguarding)	4 years after resolution of complaint (unless further action is anticipated)
Personal data relating to events for which additional information is gathered e.g. group activity	Disposed of immediately after the event unless anything has occurred (e.g. and accident) which indicates that records should be retained for a longer period.
Photographs and videos of events	5 years after the event with selective items kept for historical records
Staff information or logs	5 years after last contact (unless further action is anticipated)
Visitors contact details	1 year after last contact
Admin, letters sent	Contact details removed after 24 months
Minute Books	Indefinitely
Gift Aid declarations and paperwork	6 years after the financial year to which it relates
Financial accounts	7 years after the financial year to which it relates
Employee Records	6 years after the date of termination of employment
Pension Records	6 years after transfer or value taken
Hirers of building	6 years after the date of hire
Insurance Records	Indefinitely (at least 9yrs for certificates)
Visitors book	Removed from public but kept for historical reference

## 2. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Officer (DPO), Sue Halford, at the The Arc Community Hub by emailing [sue@arc-hub.org.uk](mailto:sue@arc-hub.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.