

**\*Data Retention Policy\***

**\*1. Purpose\***

The purpose of this Data Retention Policy is to ensure that **Complete Fundraising Solutions Ltd** effectively manages the lifecycle of data, from creation and storage to secure disposal. This policy is designed to balance the need to retain data for operational, legal, and regulatory purposes with the importance of minimizing data retention to protect privacy and reduce risk. By implementing this policy, [Company Name] aims to ensure that data is retained only as long as necessary and is securely disposed of when no longer needed.

**\*2. Explanation of Data Retention Necessity\***

Data retention is essential for several reasons, including:

- \*Legal Compliance:\*

  To comply with legal and regulatory obligations that require the retention of certain types of data for specific periods.

- \*Business Operations:\*

  To support ongoing business operations, including customer service, contract management, and financial reporting.

- \*Risk Management:\*

  To protect the company from potential legal claims or disputes by ensuring that relevant data is available when needed.

- \*Data Integrity:\*

  To maintain the integrity, accuracy, and availability of data necessary for decision-making and operational efficiency.

**\*3. Data Types Covered by the Policy\***

This policy applies to all types of data created, received, or maintained **Complete Fundraising Solutions Ltd** in the course of its operations. The types of data covered by this policy include, but are not limited to:

- \*Personal Data:\*

  Data relating to individuals, including employees, customers, and contractors, such as names, contact details, identification numbers, and other personal information.

- \*Financial Data:\*

  Records of financial transactions, including invoices, receipts, payment records, tax documentation, and financial statements.

- \*Operational Data:\*

  Data related to the company’s day-to-day operations, including contracts, project files, meeting minutes, and business correspondence.

- \*Legal Data:\*

  Legal documents, including contracts, agreements, litigation records, and regulatory filings.

- \*HR Data:\*

  Employee records, including employment contracts, performance reviews, payroll information, and training records.

**\*4. Retention Periods\***

**Complete Fundraising Solutions Ltd** has established specific retention periods for each type of data based on legal requirements, business needs, and industry best practices. The following are general retention periods for key data categories:

- \*Personal Data:\*

  Retained for the duration of the individual’s relationship with **Complete Fundraising Solutions Ltd** and for up to [3 Months] after the relationship ends, unless otherwise required by law.

- \*Financial Data:\*

  Retained for a minimum of [specified period, e.g., 7 years] to comply with tax and accounting regulations.

- \*Operational Data:\*

  Retained for [specified period, e.g., 3 years] or as long as necessary to support business operations and project completion.

- \*Legal Data:\*

  Retained for [specified period, e.g., 6 years] after the conclusion of the relevant legal matter, or longer if required by law.

- \*HR Data:\*

  Retained for [specified period, e.g., 6 years] following the termination of employment, unless a longer retention period is mandated by law.

These retention periods are subject to periodic review and may be adjusted to reflect changes in legal requirements or business needs.

**\*5. Disposal of Data\***

When data is no longer required for business operations or legal purposes, **Complete Fundraising Solutions Ltd** will ensure that it is securely disposed of in a manner that protects the confidentiality and privacy of the data subjects. The following methods will be used for data disposal:

- \*Electronic Data:\*

  Secure deletion methods, such as data wiping or encryption, will be used to ensure that electronic data cannot be recovered after disposal. All electronic devices that contain personal or sensitive data will be securely wiped or physically destroyed before disposal.

- \*Physical Data:\*

  Paper documents and other physical records containing personal or sensitive data will be shredded, incinerated, or otherwise destroyed to prevent unauthorized access or use.

- \*Third-Party Disposal:\*

  If disposal is outsourced to a third party, **Complete Fundraising Solutions Ltd** will ensure that the third party complies with all relevant data protection regulations and employs secure disposal methods.

**\*6. Compliance with Legal and Regulatory Requirements\***

**Complete Fundraising Solutions Ltd** is committed to ensuring that all data retention practices comply with applicable legal and regulatory requirements, including data protection laws, industry standards, and contractual obligations. Compliance will be maintained through:

- \*Regular Audits:\*

  Conducting regular audits of data retention practices to ensure adherence to this policy and relevant legal requirements.

- \*Training:\*

  Providing training to all employees on data retention requirements and best practices to ensure that data is handled in accordance with this policy.

- \*Review and Update:\*

  Periodically reviewing and updating this policy to reflect changes in laws, regulations, and business needs.

- \*Record Keeping:\*

  Maintaining detailed records of data retention practices, including the dates and methods of data disposal, to demonstrate compliance with this policy.

By adhering to this Data Retention Policy, **Complete Fundraising Solutions Ltd** ensures that data is managed responsibly, securely, and in accordance with legal and regulatory obligations, while also protecting the privacy and rights of individuals.

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\*Approved by:\*

Mr C Mather

Director

6/10/2024

\*Next Review Date:\*

6/10/2025