



## Data Retention Schedule

### Introduction

The Guild of Devonshire Ringers creates and maintains a limited number of records containing personal information and this schedule documents such records and the retention period applied to each record type.

The retention period applies to all records independent of any format, i.e. the same rules apply to a paper file, an email, or another electronic document/ digital file.

The aims of the periods specified in this schedule are to:

- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of charity administration
- Provide consistency for the destruction of those records not required permanently after expiry of the specified periods
- Promote improved records management practices within the Guild which gives confidence that when information is destroyed it is done so according to well-considered rules
- Assist in identifying records that may be worth preserving permanently as part of the Guild library

The schedule will be regularly reviewed by the Guild Trustees to ensure compliance with the latest legal guidance and updated with changes arising as soon as possible following a review.

Record type	Retention period
Annual accounts and financial statements	To be retained permanently
Financial information (including: records of banking transactions, bank statements)	Records to be retained for minimum of 6 years from the end of the Financial Year in which the record was created (10 years for capital item) (Companies Act/Charities Act/HMRC)
Donations, legacies, bequests	Information connected to donations will be retained until 10 full financial years have elapsed since a donor's last gift OR 2 full financial years have elapsed from notification of their death.  Records of members who have expressed an interest in leaving a gift in their Will to be retained until 4 full financial years have elapsed from notification of their death.  Information required for the purpose of legacy administration will be retained until 2 full financial years have elapsed since the full legacy gift has been received.
Gift Aid records	6 years from end of tax year in which gift aid was received (HMRC)

Records of ringing performances undertaken by Guild members	Basic personal information (limited to name and occasionally details of tower or branch membership) will be retained permanently to allow historical research and statistical analysis.
Guild business meetings	Basic personal information (limited to name and role for elected Guild officers) will be recorded within the minutes of meetings and retained permanently to allow historical research.
Membership details	<p>Personal information will be retained during the period of Guild membership for the purposes described in the Guild Data Privacy Notice.</p> <p>After membership ceases, perhaps as a result of the members subscription being in arrears a skeleton record comprising only name and tower or branch attachment will be retained for a period not exceeding two years.</p>
Guild certificate ledger	Basic personal information (limited to name and details of tower and branch membership) will be retained permanently to allow historical research and statistical analysis.
Record of attendance at events	Basic personal information (limited to name and details of tower and branch membership) will be retained permanently to allow historical research and statistical analysis and to assist with enquiries from law enforcement authorities.