

PEACEWORKS

DATA RETENTION POLICY

1. Introduction

In its use of personal data in the exercise of its functions, Peaceworks must comply with the requirements of the Data Protection Act 1998. This statement sets out the policy for the retention and destruction of data by Peaceworks and should be read alongside the Peaceworks Data Protection Policy.

2. Hard Data

Peaceworks will check annually all hard copy data held at its offices and assess whether or not the charity needs to retain these documents including notes, records and other data. Under normal circumstances hard data relating to any individuals other than charity employees will be destroyed after 5 years.

3. Soft Data

Peaceworks will make an annual check of its database and delete permanently all contacts that are no longer necessary for the charity. Under normal circumstances soft data relating to any individuals other than charity employees will be destroyed after 5 years.

4. Emails

Emails relating to projects are archived and stored for 5 years from the date of writing after which these emails are permanently deleted unless there are specific reasons for retaining them.

5. Disciplinary Action

As with the Peaceworks Data Protection Policy, disregarding this policy, or failing to comply with the requirements of any Code of Practice or instruction issued in order to implement it may result in disciplinary action.

www.peaceworks.org.uk

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