



Data Archiving & Retention Policy

Object	Retention Period	Responsibility
Membership info, name, address, email, phone number, comms preferences, current and past subscriptions	unlimited so that we can prove/disprove the fact someone was a member	MemSec
Downloadable member lists info, name, address, email, phone number, comms preferences,	On completion of the task for which they were downloaded	Branch chairs and nominated committee members, Marketing & Comms Group, Trustees,
Bookings for events - name, address, email, phone number, current and past bookings, access & dietary requirements, allergies	6 years from date of event	Events team
Online or POS Donations - name, address, email, phone number, current and past donations	6 years from date of donation	Webmaster
Adhoc attendance and cash donations at e.g. drop-in sessions - name, post code, amount	6 years from date of donation	Treasurer
Gift Aid declarations - name, address, email, phone number, current and past donations	Until rescinded by the individual or 6 years after they cease membership	Gift Aid Manager, Treasurer
Berkshire Name Service Orders - name, address, email, phone number, current and past orders	6 years from date of order	BNS Manager
Bookshop Orders - name, address, email, phone number, current and past orders	6 years from date of order	Shop Manager, Shop Accountant
Website Contact Forms	6 years from submission,	Webmaster

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	except where there is justification for permanent retention e.g. Permission to publish or use third party content, to provide records of complaints etc.	
TNG based YourTrees platform. Tree owners name and email, details of living people in the trees, suppressed for all except admins	Unlimited for the purposes of historical research	YourTrees Admin
Google Workspace incl Gmail for all internal and external email and for document creation and storage	i) 30 days from deletion ii) 1 year after purpose has been fulfilled	i) automatic ii) Users
Synology NAS Drive for storage of content that exceeds the Google Workspace allocation. archives, active backup of Google Workspace, platform for YourTrees	i) Users - Permanent - to allow identification of owners of archive material ii) Active Backup of Gmail and Google Wordpace - 90 days	i) NAS Admin ii) automatic rotation
Secondary unit for local backup of main unit	a) Whole system backup and TNG backup - 180 days	a) automatic rotations
Synology C2 cloud storage - encrypted storage of backups of the Synology NAS drive	Cloud backup - 256 versions	NAS Admin
Windows Server - domain controller for Centre IT equipment	No personal information on this server	IT Support
Office computer - Access database of shop products and supplier names and addresses, including self publishers	Permanent - to record consents to publish and to support claims of right to publish now and historically	IT Support <i>note this may be transferable to Woocommerce with ATUM plugin</i>



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Research Assistants Roster	Until 2 years after they stop volunteering	Chad Hanna
Volunteers	Until 2 years after they stop volunteering	Projects Team and any other team that uses occasional volunteers
Trustees	i) Until 2 years after their term ii) As a permanent record of Trustee meetings	i) Website - Webmaster ii) Secretary
Third-parties		
Joshua Horgan printer of quarterly journal is provided with list of recipients and addresses; and there is a process for them to declare they have deleted the file after the magazine is dispatched	Deleted as soon as quarter's magazine has been dispatched.	Historian Editor
MailChimp - provider of email newsletter capability, name and email address via API from Membership System	For as long as user remains subscribed, under their direct control using the MailChimp API to unsubscribe	Webmaster

Approved by Trustees 12 Nov 2021