

033 GEP Data retention, storage and disposal procedure Appendix 3 Financial, compliance and registration records				
Data	Format	Storage	Retention	Disposal
Financial records				
Accounts (pre 2015)	Paper	Locked filing cabinet	6 years	Shredded
Accounts (post 2015)	Excel spread sheet	PIN protected computer	6 years	Delete
Receipts (pre 2015)	Paper	Locked filing cabinet	6 years	Shredded
Receipts (post 2015)	Scanned	PIN protected computer	6 years	Delete
Income documentation e.g. remittance advice	Paper	Locked filing cabinet	6 years	Shredded
Donations/Gift aid	Paper	Locked filing cabinet	6 years	Shredded
Bank statement	Paper	Locked filing cabinet	6 years plus current	Shredded
Examiners report	Paper	Locked filing cabinet	6 years	Shredded
Fees and invoices	Excel spread sheet	PIN protected computer	6 years	Delete
Compliance records				
Visitors log	Paper	Locked cupboard on site	3 years or until next Ofsted inspection	Shredded
Committee member details	Paper	Locked cupboard on site	Duration of committee membership or until next Ofsted inspection following resignation	Shredded
Committee member suitability letter	Paper	Locked cupboard on site	Duration of committee membership or until next Ofsted inspection following resignation	Shredded
Registration records				
Ofsted certificate	Paper	Locked cupboard on site	Life of charity	Shredded
Governance/admin				
Constitution	Paper		Life of charity	Shredded
Minutes	Paper	Locked filing cabinet	Minimum 10 years	Shredded
Trustee reports – public document	Pdf/paper	Charity commission website	Life of charity	
Annual return – public document	pdf	Charity commission website	Life of charity	
Complaints log/record	Paper	Locked filing cabinet	Minimum 6 years	Shredded
Policy documents	Paper	Locked cupboard on site	Life of policy plus 3 years	Shredded
Policy documents	Word/pdf	PIN protected computer	Life of policy plus 3 years	Delete
Insurance - current	Paper	Locked cupboard on site	40 years	Shredded

Insurance - archive	Paper	Locked filing cabinet		Shredded
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Data held in financial records	Legal basis	Retention period	Determined by
Child's Name (accounts & invoicing)	Contract	6 years plus current	Charities Act
Parent's name (donor)	Legal requirement	6 years plus current	HMRC requirements
Payment reference (may identify child/family)	Contract	6 years plus current	Charities Act
Parent's Name (invoicing)	Contract	6 years plus current	Charities Act
Email address (invoicing)	Contract	6 years plus current	Charities Act
Data held in compliance records			
Name	Legal obligation SF 3.76	Duration of committee membership or until next Ofsted inspection following resignation	GEP
DOB	Ofsted/Charities Act	Duration of committee membership or until next Ofsted inspection following resignation	GEP
Address	Legal obligation SF 3.76	Duration of committee membership or until next Ofsted inspection following resignation	GEP
Telephone number(s)	Legal obligation SF 3.76	Duration of committee membership or until next Ofsted inspection following resignation	GEP
Email	Consent	Duration of committee membership or until next Ofsted inspection following resignation	GEP
Disclosure information	Legal obligation SF 3.76	Duration of committee membership or until next Ofsted inspection following resignation	GEP
Suitability letter	Legal obligation SF 3.76	Duration of committee membership or until next Ofsted inspection following resignation	GEP