

SSPA Data Retention Policy

May 2018

Ref	What's the activity, and/or which people are involved?	What information do we keep?	Why do we need this? Give as much detail as needed.	How long will we keep this information for?	How will we destroy the information when it's finished with?
1	Committee Members	1. All: Names, Email addresses, Addresses, phone numbers, date of birth, 2. Additionally: NI numbers, place of birth & previous surname	1. So we can keep them up to date with PTA business & to complete the Charity Commission Annual Return. 2. To apply for temporary event notices (TEN) when necessary.	1. We keep it for 3 years after the member resigns from the SSPA. Names are kept permanently as they are disclosed in our financial statements and Trustees Reports. 2. Information for TENs is destroyed after the event has taken place.	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
2	Helpers List	Names, Email addresses, Addresses, phone numbers	So we can contact them to ask for volunteers at events	We keep it for 3 years after the member resigns from the SSPA	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
3	Attendees at our events	Names, Email addresses, Addresses, phone numbers	So we can contact attendees about our events	We keep it for 4 weeks after the event has taken place ??	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
4	SSPA Bursary Fund Trustees	Names, Email addresses, Addresses, phone numbers	So we can keep them up to date with PTA business	We keep it for 3 years after the member resigns from the Committee	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
5	Suppliers/Stall holders/advertisers/ outside parties who participate in our events	Names, Email addresses, Addresses, phone numbers	So we can contact them about our events	We keep it for 4 weeks after the event has taken place ??	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
6	Parents who donate to the SSPA via Gift Aid	Names, Email addresses, Addresses, phone numbers, personal data about tax status	To apply to HMRC for Gift Aid.	We keep it for 7 years in line with accounting records.	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
7	Helpers at specific events	Names, addresses and credit card details on expense claim forms and supporting receipts.	As part of our accounting records.	We keep it for 7 years in line with accounting records.	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
8	People paid cash to serve food/drinks at events.	Name	To support that the cash spent was a valid event cost. To counteract risk of fraud.	We keep it for 7 years in line with accounting records.	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
9	Individuals named on any of the SSPA's bank mandates.	Names, addresses, NI numbers, passport numbers, date of birth.	To apply to bank for authority to transact on the PA's business.	Names will be kept until mandate superseded. Other details will be destroyed once mandate in place.	1. Paper copies will be shredded 2. Electronic information will be deleted from our system
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