

Bentley Priory Museum

Data Retention Policy May 2018



Policy Purpose

This Data Retention Policy sets out the period of retention of personal data in either electronic or paper format by Bentley Priory Museum.

‘Personal data’ refers to any data which may be used to identify a living person.

Bentley Priory Museum will keep some forms of personal data for longer than others. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose.

Data Storage

Personal information should be: kept in a locked filing cabinet; or in a locked drawer; or if it is computerised, be password-protected; or when kept or in transit on portable media the files themselves must be password-protected.

Destruction of Data

Bentley Priory Museum and its employees should, on a regular basis, review all data, whether held electronically or on paper, to decide whether to destroy or delete any data once the purpose for which those documents were created is no longer relevant.

Once the decision is made to dispose, the data should be deleted, shredded or otherwise destroyed.

Data Retention Schedule

Data Category	Examples	Retention Period
Museum Collections Documentation	Object Entry Forms Loan Agreements	Permanent
Financial Records	Gift Aid Payroll	6 years
Employee Records	Employment Contracts Sick Leave Records	Until 6 years from date of leaving Museum employment
Volunteer Records	Volunteer Application Forms	Until 12 months from date of leaving Museum volunteer team
Museum Bookings	Group Visits School Visits Venue Hire	Date of visit, name & contact data retained for 12 months post visit.

		All other correspondence deleted immediately once visit has occurred.
Evaluation & Contact Forms	Event & Exhibition Evaluation Schools & Outreach Evaluation	Forms shredded once anonymous data digitised within 6 months School/Outreach evaluation held for up to 5 years
Promotional Incentives	Annual Membership Giveaway	Forms shredded once anonymous data digitised within 3 months
Annual Membership	Incentives & Benefits What's On Information Expiry & Renewal Information	The 12 months of membership + 6 months availability for renewal
E-Newsletters	Visitor Newsletter Annual Members Newsletter	Until the recipient unsubscribes (the option is available on every email)

Ownership

This policy is owned by the Bentley Priory Battle of Britain Trust.

It was last updated on 17th May 2018.