

## **Friends of Cumbria Archives Data Protection and Retention Policy**

### **Data Protection**

The Treasurer/Membership Secretary of the Friends of Cumbria Archives (hereafter FoCAS) holds the following membership (data subject) information to allow the Friends to run the charity in accordance with its aims and objectives and in the pursuance of its legitimate interests.

Names, postal addresses, email addresses (where given), telephone numbers, Gift Aid declarations (if given),

The Treasurer does not hold:

Bank accounts details, copies of Standing Order Mandates, dates of birth (except for Trustees as required by the

Charity Commissioners)

Data held is made available to:

- \* HMRC for claiming Gift Aid Relief (for those who have opted in)
- \* Titus Wilson, Printers, (names and postal addresses only) for addressing copies of the

Newsletter

The data held is not made available to any other body.

The data is held in a protected computer file, on a secure computer, which itself is protected by anti-virus software and internet

firewall.

The data is used to:

- \* keep confidential records of membership subscriptions
- \* compile mailing lists for paper copies of the newsletter
- \* send out electronic copies of the newsletter by email to those who have given permission
- \* claim Gift Aid relief for those who have opted in
- \* to send out notices of any extra-ordinary FoCAS matters/business.

A member (data subject) has a right under the GDPR regulations to request that all data held about him/her be deleted – the 'right to be forgotten'. The Trustees have agreed that in these cases any subscription or donation made by the member will be recorded as an 'anonymous donation'. However, it should be noted, that the member will no longer be able to receive the Newsletter or any other communication from the Friends.

### **Data Retention**

The Treasurer/Membership Secretary will remove the data noted above if so requested, in writing, by the member concerned.

The database/spreadsheet containing membership data will be reviewed annually and out-of-date information will be deleted.

Subscription records will be kept for 6 years and then deleted and any paper copies shredded.

Minutes of meetings of the Trustees will be kept 'active' for 10 years and then archived.

Annual audited financial statements will be kept permanently.

Financial records, including invoices, receipts, used cheque books, paying-in books will be kept for 6 years and then shredded.

Correspondence will be reviewed annually and then dependent upon its nature either archived or shredded. If the correspondence

concerns any legal matter it will be kept until the matter is concluded plus 6 years.

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