Data Retention Policy

Our commitment to your privacy

LBP is currently exempt from registering with the Information Commissioner's Officer as a Data controller. However, we are committed to keeping the personal details of our workers and supporters safe and we will never sell your personal data. With your permission, we determine why and how your personal data is used as per our Privacy Notice, which can be found on our website.

Data retention

We will only keep information about you for as long as we need to. We make sure that any companies which process your data on our behalf (such as any mailing provider) do the same. We have varying retention periods for different categories of information depending on our legal obligations and whether there is an administrative need. These periods are shown in Appendix 1, Data Retention Schedule. After a retention period has elapsed, the data is deleted or archived.

Data deletion

If you ask us to delete your personal information, we will anonymise your contact details, and delete all personal information from records of past communication, where we are practically able to do so and where there is no legal requirements requiring us to retain the information. If you want your personal information deleted, please contact us.

Further information

If you need further information, please contact: info@letcombebrook.org.uk

Appendix 1 to Data Retention Policy

Data retention schedule

Data Type	Acceptable Retention Period	Method of destruction	Rationale/Action
Donor Records	7 years after last donation	Bulk deletion of records by Fundraising Officer	HMRC requirements for Gift Aid.
Major Donor Data (greater than £500)	Indefinitely/Long-term	N/A	Relationship management and philanthropy tracking.
Volunteer Records	1 year after volunteer leaves LBP	Deletion of records by Project Admin	Health and safety, and volunteer management.
Job Applications (not selected)	6 months	Hard copies are shredded by Project Officer. Electronic applications are deleted by Project Officer	Equal opportunities queries.
Worker Records	6 years	Bulk deletion of records by Project Admin	
Financial Records	7years	Bulk deletion of records by Finance Officer	Legal requirement (tax/accounting).
Gift Aid Declarations	7 years	Bulk deletion of records by Fundraising Officer	HMRC audit compliance.
Event Attendees	1 year after event	Bulk deletion of records by Project Admin	Follow-up marketing and feedback.
Wildlife Sightings	Permanent/Indefinite	N/A	Conservation monitoring.