

Data Retention Principles



This document outlines War Memorials Trust's data retention periods.

Type of Data	Length of time held
Financial records	6 years or in line with legal requirements
Employee records	6 years or in line with legal requirements
Details of applicants for jobs	1 year
Conservation - grants and casework	Indefinitely, either in paper form or electronically
Conservation - general enquiries	3 years
Members details	Indefinitely whilst still involved; Removed 6 years after last contact if lapsed/resigned membership; Removed immediately on request
Merchandise customers	6 years since last purchase; Removed immediately upon request
Donors details	6 years after last contact/donation; Removed immediately on request
Contact and supporters details	3 years since last contact; Removed immediately upon request
Prospective individual donors details	3 years since first researched or reviewed as a potential donor; Removed immediately upon request
Regional Volunteer details	Indefinitely whilst still involved for registration forms and administrative info; 1 year for general correspondence. Anything casework or event related will be deemed as relevant to those files and be treated according to those principles; 1 year after removed from list or resign the registration and administrative documents will be destroyed
General correspondence	3 years
Grant applicants	Removed 6 years after last contact; Removed immediately on request

WMOnline contributors	Indefinitely, either in paper form or electronically as relates to Conservation – grants and casework Removed immediately on request
-----------------------	---