



## Roseisle Hall

# Data Retention Policy

### How long we store and how we dispose of personal information collected by our organisation

This Data Retention Policy applies to information Roseisle Hall (RH) collect about individuals who interact with our organisation. It explains what personal information we collect, when we dispose of it and how we dispose of it. It forms a suite of policies along with the Data Protection Policy, Privacy Policy and Data Procedures Guidance. If you have any comments or questions about this notice, feel free to contact us at [roseislehall@gmail.com](mailto:roseislehall@gmail.com)

This Data Retention Policy will be reviewed annually.

### 1. Data Retention Schedule

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

RHT actively manages the data we collect, complying with up-to-date legislation. The following table explains the purpose for which data is collected, the key elements of that data, the period for which we retain it, and how we dispose of it.

Purpose	Data (key elements)	Retention Period and Disposal
Enquiring about our organisation and its work	Name, email, message	6 months  Paper: shred or burn Electronic: delete data
Subscribing to email updates about our work	Name, email	Period of Trust membership or until consent is withdrawn.  Paper: shred or burn Electronic: delete data
Making a donation	Name, email, address, payment information	7 years  Paper: shred or burn Electronic: delete data
Signing up as a	Name, email, address, phone number, date of	Period of membership

Roseisle Hall Trust

Scottish Charitable Incorporated Organisation (SCIO) No. SC050481

Contact Address Roseisle Hall, Roseisle, IV30 5YF

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## Roseisle Hall

member	joining.	Paper: shred or burn Electronic: delete data
Trustees	Full name, postal address, date of joining the board and any office held in the Trust.	Period of Trusteeship.  Paper: shred or burn Electronic: delete data
Website functionality	Website usage tracking	This data does not contain personal information
Former members	Name and date of membership termination	6 years from termination date  Paper: shred or burn Electronic: delete data
Former trustees	Name and date of resignation from board	6 years from termination date  Paper: shred or burn Electronic: delete data
RHT Customers	Name, Address, email address	7 Years  Electronic: delete data
Suppliers, Lets and contractors	Name, Address, Phone number, email address and bank details where supplied.	7 Years  Paper: Shred or burn Electronic: delete data
100 club members	Name, Address, Phone number, email address	Period of membership.  Paper: – shred Electronic: delete data

### RHT Trustees