

# The Meadow



## Data Retention Policy

Created	Claire Imhasly	September 2022
Reviewed	Claire Imhasly	September 2023
Next review due		September 2024

## 1. Purpose

Meadow Learning CIC acknowledges the importance of managing data in compliance with the General Data Protection Regulation (GDPR) and other applicable data protection laws. This policy outlines the guidelines and timeframes for retaining and disposing of personal data collected and processed by the organisation.

## 2. Types of Data and Retention Periods

**Personal Information:** Information such as names, contact details, and educational information will be retained for the duration of a child's participation in our community. Upon withdrawal, this information will be securely deleted within 30 days.

**Financial Records:** Financial data related to transactions, payments, or invoices will be retained for 6 years in accordance with legal and accounting requirements.

**Staff and Volunteer Records:** Personal data related to staff and volunteers will be retained for the duration of their engagement with Meadow Learning CIC and for 7 years following their departure, as required by legal and HR best practices.

## 3. Data Disposal

Personal data that has reached the end of its retention period will be securely deleted, anonymised, or disposed of in accordance with established procedures. This includes ensuring that all electronic and physical copies are irreversibly removed from our systems.

## 4. Review and Updates

This Data Retention Policy will be reviewed annually to ensure alignment with regulatory requirements and organisational needs. Any updates or modifications will be made in accordance with applicable laws and best practices.

## 5. Compliance

All employees and stakeholders are required to adhere to this policy. Any exceptions or deviations from this policy must be approved by Claire Imhasly.

## 6. Contact Information

For questions or clarifications regarding data retention practices at Meadow Learning CIC, please contact:

Claire Imhasly

[themeadowbath@gmail.com](mailto:themeadowbath@gmail.com)