



## **BABAO Information Retention Policy 2024**

The Membership Secretary will keep personal information on record for one month after the final deadline for renewing fees (on 31<sup>st</sup> January of each year). This is to allow time for members who wish to renew their membership to do so. After one month (end of February), all personal information of those who choose not to renew their memberships will be deleted by the Membership Secretary from the database. Hard copies of information will be shredded and securely disposed of in confidential waste bags, and electronic records will be deleted (\*see below).

Whilst membership is in place data will be stored in a password protected database and only accessed for legitimate and permissible reasons which will be recorded in the Data Access Register, information that is used for tax records will be securely stored for seven years.

Signatures are dated and retained from the membership forms in order to keep a record of the members' signed agreement with the society. This data is deleted every 24 months to comply with the charity data storage rules.

Members' welcome letters are also received and stored by the Membership Secretary in a protected access database. The member welcome letters are kept as proof of full name, full address, date of start in society and membership number. This data is deleted within 24 months.

\* The data of members who have left, or whose membership has expired, is held for a period of 12 months. All details are deleted on the 'live' database, but their details will be retained on the monthly backups to assist with accidental data loss and data corruption issues. Additionally, the Treasurer requires information on left/expired membership to report to the Charity Commission. The backup is deleted and replaced monthly.