

**Register of Systems**

**(Includes Archiving policy)**

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| **System** | **Storage details** | **Where**  **(See also PCCF Risk Policy)** | **Archiving/Removal**  **(See also PCCF Risk Policy)** |
| Information on Applicants for grants | Electronic copy  emails  Hard copy | Admin Office Computer  Admin Office  Storage | Application information & outcome to be kept for 7 years (2yrs in Admin Office and further 5yrs in secure storage facility |
| Employee Information | Hard copy  Electronic copy  emails | Admin Office –  Admin Office Computer | Personal data to be kept for duration and 7 years from the end of tenure |
| Volunteer Information | Hard copy  Electronic copy  emails | Admin Office –  Admin Office Computer | Personal data to be kept for duration and 7 years from the end of tenure |
| Trustee information | Hard copy  Electronic copy  emails | Admin Office  Storage  Admin Office Computer | Personal data to be kept for duration and 7 years from the end of tenure |
| Fundraising Information eg Just Giving, Potential Supporter list | Hard copy  Electronic copy  Emails | Fundraiser Office  Fundraiser Computer/laptop | Contact details of supporters Reviewed 3 yearly |

**Approval Date: 26th June 2018 (Committee Meeting Minute No 1439)**

**Review Date: June 2021**