

**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 copyemails Hard copy | Admin Office ComputerAdmin 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 copyElectronic copyemails | Admin Office – Admin Office Computer | Personal data to be kept for duration and 7 years from the end of tenure |
| Volunteer Information | Hard copyElectronic copyemails | Admin Office –Admin Office Computer | Personal data to be kept for duration and 7 years from the end of tenure |
| Trustee information | Hard copyElectronic copyemails | 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 copyElectronic copyEmails | 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**