



Data Retention Policy

This policy sets out what information Little Hiccups holds, how long we hold it for and when it will be deleted.

It also covers the procedure to follow regarding data requests.

- Information held by us
- How long is personal data held for?
- Where is personal data held?
- How is personal data deleted?
- Access to personal information, correction and deletion

Information Held By Us

We hold personal information about:

- Little Hiccups families
- Trustees
- Contractors
- Volunteer applicants

We also hold information about financial transactions relating to these eg services or treatments provided, products bought, payroll information

How Long is Personal Data Held For

We aim not to hold personal data longer than necessary.

Unless requested by an individual, the following types of data will be held for the periods shown below, after which it will be securely deleted or destroyed:

TYPE OF INFORMATION	RETENTION PERIOD
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Little Hiccups registration records	5 years
Financial transactions, invoices and supplier details	6 years
Employee records (including volunteers and contractors), contracts of employment, changes to terms and conditions, annual leave, training records, DBS Checks	While employment continues and up to 6 years after employment ends
Trustee records, contracts of employment, changes to terms and conditions, annual leave, training records, DBS Checks, addresses	While they remain a Trustee continues and up to 6 years after employment ends
Volunteer applications (unsuccessful)	4 months after notifying unsuccessful candidates
Emails	One year from the end of the month in which they were received or sent unless a longer period is relevant as above. Emails to and from ex-employees or contractors will be deleted within 2 weeks of them leaving unless these form part of the employment record – see above.

Where is Personal Data Held?

Personal data about Little Hiccups families, financial transactions, Trustees and employees (including volunteers) are held on our secure Google Drive which can be accessed only by Little Hiccups Trustees. Trustee information such as names and addresses are also required by Charity Commission, the Co-Operative Bank and Companies House.

How Is Personal Data Deleted

Personal data is permanently deleted in accordance with the retention periods listed above from:

- Google Drive
- Emails
- Paper records, which are securely shredded.

Access To Personal Information, Correction and Deletion

See our privacy notice which can also be found on our website.

All requests for access to personal information will be handled by Marketing and Compliance Coordinator.

Responses to requests will be made within 30 days.

All information relating to the individual will be compiled into a report and collected from:

- Google Drive
- Financial transactions
- Emails

- Other electronic records
- Paper records (where applicable)

Policy agreed by Trustees on:

Signed by Chairperson:

To be reviewed: