

## Appendix – Data Retention Schedule

### Financial Records

| Personal data record category                        | Mandated retention period                | Record owner |
|--|--|--------------|
| Payroll records                                      | Seven years after audit                  | Finance      |
| Supplier contracts                                   | Seven years after contract is terminated | Finance      |
| Chart of Accounts                                    | Permanent                                | Finance      |
| Fiscal Policies and Procedures                       | Permanent                                | Finance      |
| Permanent Audits                                     | Permanent                                | Finance      |
| Financial statements                                 | Permanent                                | Finance      |
| General Ledger                                       | Permanent                                | Finance      |
| Investment records (deposits, earnings, withdrawals) | 7 years                                  | Finance      |
| Invoices   | 7 years                                  | Finance      |
| Cancelled checks                                     | 7 years                                  | Finance      |
| Bank deposit slips                                   | 7 years                                  | Finance      |
| Business expenses documents                          | 7 years                                  | Finance      |
| Check registers/books                                | 7 years                                  | Finance      |
| Property/asset inventories                           | 7 years                                  | Finance      |
| Credit card receipts                                 | 3 years                                  | Finance      |
| Petty cash receipts/documents                        | 3 years                                  | Finance      |

### Business Records

| Personal data record category                          | Mandated retention period | Record owner |
|--|---------------------------|--------------|
| Article of Incorporation to apply for corporate status | Permanent                 | Finance      |
| Board policies   | Permanent                 | Finance      |

|   |           |         |
|---|-----------|---------|
| Board meeting minutes                             | Permanent | Finance |
| Tax or employee identification number designation | Permanent | Finance |
| Office and team meeting minutes                   |           | Finance |
| Annual corporate filings                          | Permanent | Finance |

### HR: Employee Records

| Personal data record category   | Mandated retention period                     | Record owner |
|---|---|--------------|
| Disciplinary, grievance proceedings records, oral/verbal, written, final warnings, appeals  | As per legal requirement                      | Finance      |
| Applications for jobs, interview notes – Recruitment/promotion panel Internal<br>Where the candidate is unsuccessful<br>Where the candidate is successful               | Deleted immediately<br>Duration of employment | Finance      |
| Payroll input forms, wages/salary records, overtime/bonus payments<br>Payroll sheets, copies  | 7 years                                       | Finance      |
| Bank details – current  | Duration of employment                        | Finance      |
| Payrolls/wages  | Duration of employment                        | Finance      |
| Job history including staff personal records: contract(s), Ts & Cs; previous service dates; pay and pension history, pension estimates, resignation/termination letters | As per legal requirement                      | Finance      |
| Employee address details  | Duration of employment                        | Finance      |
| Expense claims  | As per legal requirement                      | Finance      |
| Annual leave records  | Duration of employment                        | Finance      |
| Accident books<br>Accident reports and correspondence   | As per legal requirement                      | Finance      |
| Certificates and self-certificates unrelated to workplace injury; statutory   | As per legal requirement                      | Finance      |

|  |                          |         |
|--|--------------------------|---------|
| sick pay forms   |                          |         |
| Pregnancy/childbirth certification                               | As per legal requirement | Finance |
| Parental leave   | Duration of employment   | Finance |
| Maternity pay records and calculations                           | As per legal requirement | Finance |
| Redundancy details, payment calculations, refunds, notifications | As per legal requirement | Finance |
| Training and development records                                 | Duration of employment   | Finance |

### Contracts

| Personal data record category  | Mandated retention period | Record owner |
|--|---------------------------|--------------|
| Signed   | Permanent                 | Finance      |
| Contract amendments  | Permanent                 | Finance      |
| Successful tender documents  | Permanent                 | Finance      |
| Unsuccessful tenders' documents  | Permanent                 | Finance      |
| Tender – user requirements, specification, evaluation criteria, invitation | Permanent                 | Finance      |
| Contractors' reports   | Permanent                 | Finance      |
| Operation and monitoring, eg complaints                                    | Permanent                 | Finance      |

### Customer Data

| <b>Personal data record category</b>  | <b>Mandated retention period</b>                                    | <b>Record owner</b> |
|---|---|---------------------|
| CRM data—inclusive of Name, Email address, mobile number, address, emails and phone call summaries, DPO information | Retained whilst organisation remains a customer or deleted by user. | Sales team          |

## IT

| <b>Personal data record category</b> | <b>Mandated retention period</b>                             | <b>Record owner</b> |
|--------------------------------------|--|---------------------|
| Recycle Bins                         | Cleared monthly  | Individual employee |
| Downloads                            | Cleared monthly  | Individual employee |
| Inbox                                | All emails containing PII attachments deleted after 3 years. | Individual employee |
| Deleted Emails                       | Cleared monthly  | Individual employee |
| Personal Network Drive               | Reviewed quarterly, any documents containing PII             | Individual employee |

|                         |  |                     |
|-------------------------|--|---------------------|
|                         | deleted after 3 years  |                     |
| Local Drives & files    | Moved to network drive monthly, then deleted from local drive          | Individual employee |
| Google Drives, drop box | Reviewed quarterly, any documents containing PII deleted after 3 years | Individual employee |