You must read this policy because it gives important information about how we retain and delete personal data in accordance with the data protection principles with which Youth 1st must comply. This Data Retention Policy sits alongside our Data Protection Policy.

Once you have read and understood this policy, please confirm you that have done so by signing and returning the attached copy to Operations Manager.

**1. Introduction**

1.1 Youth 1st takes the security and privacy of personal information seriously. Youth 1st gathers and uses data about you and others in the normal course of its business and the delivery of its services and to manage its relationship with you and others with whom it has dealings and comes into contact with.

1.2 This policy applies to all personal data and sensitive personal data ('special categories of personal data') held by Youth 1st and all third party data processors processing personal information on behalf of Youth 1st.

1.3 This policy sets out Youth 1st's position on retention and deletion of personal data and seeks to ensure that those limits as well as further individual rights to erasure, are complied with.

1.4 The Schedules attached to this Policy specify the personal data we process and the various retention limits that apply.

1.5 Youth 1st obtains, keeps and uses personal information about job applicants and about current and former employees, temporary and agency workers, contractors, interns, volunteers and apprentices, suppliers, customers and clients, partners and funders for a number specific lawful purposes, as set out in Youth 1st's Privacy Notices.

1.6 Youth 1st has a duty to hold personal information securely and for no longer than is necessary when considering the purposes for which that data is collected, held and processed.

1.7 Youth 1st also has a duty to ensure that personal data is safely and securely deleted, destroyed or otherwise disposed of.

1.8 Operations Manager is responsible for implementing and monitoring compliance with this policy.

1.9 A review of this policy will be undertaken every two years.

**2. Data Disposal**

2.1 Upon the expiry of the retention periods set out below, or when an individual data subject exercises their right to have their personal data erased, personal data shall be deleted, destroyed or otherwise disposed of as follows:

2.1.1 Personal data stored electronically (including any backups) shall be deleted securely.

2.1.2 Sensitive personal data ('special category personal data') stored electronically (including any and all backups) shall be deleted securely.

2.1.3 Personal data stored in hardcopy form shall be shredded and disposed of securely.

2.1.4 Sensitive personal data ('special category personal data') in hardcopy form shall be shredded and disposed of securely.

2.2 All information must be reviewed before destruction to determine whether there are any special factors that mean destruction should be delayed such as potential litigation, complaints or grievances, or if there is a legal obligation for us to retain some or all the data.

**3. Data Retention**

3.1 Different types of personal data, used for different purposes, will necessarily be retained for different periods (and their retention periodically reviewed).

3.2 When establishing and reviewing retention periods, the following shall be taken into account:

3.2.1 The objectives and requirements of Youth 1st;

3.2.2 The types of personal data in question;

3.2.3 The purposes for which the data in question is collected, held and processed;

3.2.4 Youth 1st's lawful basis for collecting, holding and processing the data;

3.2.5 The category or categories of data subject to whom the data relates.

3.3 If a precise retention period cannot be fixed for a particular type of data, criteria shall be established by which the retention of the data will be determined, thereby ensuring that the data in question and the retention of that data, can be regularly reviewed against those criteria.

3.4 Where an employee, consultant or volunteer maintains any types of records that are not listed below, and it is not clear from the existing record types what retention period should apply, please contact the Operations Manager for guidance.

3.5 Notwithstanding the defined retention periods, certain personal data may be deleted or otherwise disposed of prior to the expiry of its defined retention period where a decision is made within Youth 1st to do so (whether in response to a request by an individual data subject or otherwise).

3.6 In Scotland, the Prescription and Limitation (Scotland) Act 1973 sets out the time limits (in most circumstances) for individuals to bring civil actions against Youth 1st. In England, the equivalent legislation is found in The Limitations Act 1980. Where Youth 1st believes that it may require evidence in defence or pursuit of a claim, it may retain specific evidence for as long as is required to defend or pursue the claim.

**4. Consequences of failing to comply**

4.1 Youth 1st takes compliance with this policy very seriously. Failure to comply with the policy:

4.1.1 puts at risk the individuals whose personal information is being processed; and

4.1.2 carries the risk of significant civil and criminal sanctions for the individual and Youth 1st; and

4.1.3 may, in some circumstances, amount to a criminal offence by the individual.

4.2 Because of the importance of this policy, an employee's failure to comply with any requirement of it may lead to disciplinary action under our procedures, and this action may result in dismissal for gross misconduct. If a non-employee breaches this policy, they may have their contract, or in the case of volunteers their volunteer agreement, terminated with immediate effect.

4.3 If you have any questions or concerns about anything in this policy, do not hesitate to contact the Operations Manager.

**ACTION:**

**Please email** **gayle@youth1st.co.uk** **with the following statement once you have read the Data Retention Policy:**

**I ……………………………………………………. (name) have read and understood the Data Retention Policy – May 2018.**