

## Data Retention Periods

<b>Name of Data</b>	<b>Storage method</b>	<b>Period to retain</b>	<b>Disposal</b>
Accounting and financial records	Locked cabinet	6 fiscal years	Cross cut shredder
Complaints letters and responses	Locked cabinet	7 years	Cross cut shredder
Emails	On the computer	5 years	Electronically deleted
Staff recruitment and CVs for Volunteers	Locked cupboard	6 years after leaving	Cross cut shredder
Declined staff and volunteer applications	Locked cupboard	1 year maximum	Cross cut shredder
Subject Access Requests	Locked cupboard	7 years	Cross cut shredder
CPD training courses	Locked cupboard	3 years after courses	Cross cut shredder
New client referrals	On the computer	3 years maximum	Electronically deleted
Client e-mail enquiries	On the computer	3 years minimum	Cross cut shredder
Counsellor case notes	Locked file/drawer	6 years from date of starting therapy	Cross cut shredder
Referral text message	On mobile phones	3 months minimum	Electronically deleted
Incident forms	In incident book and completed forms in locked file	6 years from date of incident	Cross cut shredder