



## **DATA RETENTION POLICY**

The Trail Action Group (TAG) seeks to ensure that it retains only data necessary to effectively conduct its program activities and work in fulfilment of its mission.

The need to retain data varies widely with the type of data and the purpose for which it was collected. TAG strives to ensure that data is only retained for the period necessary to fulfil the purpose for which it was collected and is fully deleted when no longer required.

TAG contact details:

Email: [info@trailactiongroup.co.uk](mailto:info@trailactiongroup.co.uk)

### **Scope**

This policy covers all data collected by TAG and stored on TAG owned or leased systems and media, regardless of location. It applies to both data collected and held electronically (including photographs, video and audio recordings) and data that is collected and held as hard copy or paper files. The need to retain certain information may be mandated by law or legitimate business purposes, as well as the EU General Data Protection Regulation (GDPR).

### **Reasons for Data Retention**

TAG retains only that data that is necessary to effectively conduct its program activities, fulfil its mission and comply with applicable laws and regulations.

Reasons for data retention include:

- Providing an ongoing service to the data subject (e.g. sending a newsletter, publication or ongoing program updates)
- Compliance with applicable laws and regulations associated with financial and programmatic reporting by TAG to donors.
- Gathering information on the Aldershot military lands are used, how civil servants set and enact policy, to validate and challenge access policy.
- To publish and disseminate information related to and connected with the Aldershot military lands.
- As part of a campaign to maintain and preserve public access to the Aldershot military lands.

### **Data Duplication**

TAG seeks to avoid duplication in data storage whenever possible, though there may be instances in which for programmatic or other business reasons it is necessary for data to be held in more than one place. This policy applies to all data in TAG's possession, including duplicate copies of data.

### **Retention Requirements**

TAG has set the following guidelines for retaining all personal data as defined as follows:

- Website visitor data will be retained as long as necessary to provide the service requested/initiated through the TAG website.
- Contributor data will be retained for the year in which the individual has contributed and then for 1 month after the date of the last contribution. Financial information will not be retained longer than is necessary to process a single transaction.
- Event participant data will be retained for the period of the event, including any follow up activities, such as the distribution of reports, plus a period of 1 month
- Personal data gathered from holders of public office shall be retained for 6 years, or until any potential legal challenge(s) to revised byelaws are complete.

### **Data Destruction**



Data destruction ensures that TAG manages the data it controls and processes it in an efficient and responsible manner. When the retention period for the data as outlined above expires, TAG will actively destroy the data covered by this policy. If an individual believes that there exists a legitimate business reason why certain data should not be destroyed at the end of a retention period, this should be discussed with the TAG members and provide information as to why the data should not be destroyed.

#### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@trailactiongroup.co.uk](mailto:info@trailactiongroup.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>