

DATA RETENTION SCHEDULE

Data will be retained by the Gordon Duncan Memorial Trust for as long as we are required to retain it for the business management of the charity and for accounting and legal requirements.

Record	Examples	Trigger	Period	Action	Authority	Notes
Trustees Meetings/AGM	Agenda, minutes, reports	Annual	Permanent	Retain master record in archives	Business requirement	Destroy copies
Communications between Trustees	Aspects of business/website/requests	End of year	3 years	Destroy	Business requirement	
Communications between Awards Group	Applications for awards discussions	End of year	3 years	Destroy	Business requirement	
Publications	Music Books	Low in book numbers	Permanent	Retain - Archives	Business requirement	
Original photographs	Original photographs of Gordon and of GDMT current events	On completion	Permanent	Retain- Archives	Business requirement	Historical value
Video original footage	Original footage of Gordon and events involving the GDMT	On completion	Permanent	Retain- Archives	Business requirement	Historical value

Award Application data	Application Form for Awards	End of year	3 years	To follow up feedback & testimonials	Business requirement	
Testimonial data		End of year	7 years	To show how we have spent income	Scottish Charity Regulator OSCR	
Enquiries and comments	Obtaining permission for using/recording Gordon's tunes.	Last action on comment or enquiry	3 years	Destroy	Business requirement	
Complaints	Complaints communications	Last action on complaint	5 years	Destroy	Data Protection/GDPR	
Annual Accounts		End of year	7 years	Retain-Archives	Statutory/HMRC	Historical value
Annual Reports		End of year		Retain-Archives	OSCR	Historical value
Transaction data	For shop or donations	End of year	7 years	Destroy	HMRC	

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