

FIS DATA RETENTION POLICY

The Southampton and Winchester Branch of Friends International

1. Who are we?

This document gives guidance for best practice for volunteers and staff associated with the Southampton and Winchester branch of Friends International (hereafter referred to as FIS)

2. What is personal data?

Personal data includes the name, contact details, phone, email or a person, or any other personal information relating to that individual.

3. How do we process personal data?

FIS complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

4. What is the FIS policy for storing, reviewing and deleting data?

a) Storing data

- Personal Data is stored securely on both paper and computer records.
- Paper records that include personal data should be kept in a secure place (e.g a filing cabinet or similar)
- Computer documents should be kept secure with passwords when they contain personal data
- Emails containing personal data should be on a secure computer, and not accessible to those other than the FIS volunteer to whom they have been sent.

b) Reviewing and Deleting Data

- Data will be reviewed annually. Where the data is no longer relevant or required (for example, a student or volunteer has moved away) the data should not be retained, unless permission has been given for a specific reason.

c) Good Practice regarding Emails

- We recommend that if volunteers or staff need to retain email conversations, these should be archived on an annual basis.

FIS Contact details

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