

Parham Airfield Museum

Charity No. 1201587

Data Retention Policy

We only retain data for as long as it is necessary and useful. The following lists the types of personal data we process and the length of time we keep it for. Data will be kept for longer than shown below if it is needed for purposes of law enforcement.

- Historical archives. These are exempt from data protection law and are kept indefinitely.
- Names and contact details of volunteers. These are kept until the volunteer resigns or passes away.
- Names, contact and transactional details of those who buy from our shop online. This is retained for seven years as a financial record.
- Names, contact and transactional details of someone who is contracted to perform a service for us on a commercial basis. These are deleted once the contract is complete, except where the contractor has asked us to retain contact details for possible future need, or they are transactional information that must be kept for seven years as a financial record. Information from the CV of a consultant working as a contractor is deleted once the contract is complete.
- Names and contact details of members, active supporters and providers of funds. These are held indefinitely on the basis that the person has given their **active consent** for their data to be processed. If a Subject Access Request is made, the data is corrected or deleted after the request has been verified.
- Accident records. These are retained for three years, or for the duration of any related legal action exceeding three years.
- Photographs and videos of volunteers and visitors. The oldest date from the 1980s and form part of our archives. More recent photos are retained indefinitely and become part of our digital museum archives.
- Video taken by internal and external security cameras. This is deleted weekly unless it must be retained as evidence of criminal activity.

Adopted by trustees on 22 July 2023.

Signed

Chair