

Registered under the Charities Act 1960 No. 264998 Inland Revenue Ref. CC1208

The Lewisham Polish Centre is committed to maintaining the privacy and security of its members' personal records. To ensure compliance with legal requirements and best practices, we have established a retention schedule that outlines how long different types of records should be kept before they are securely disposed of. This schedule helps us manage records efficiently and protect the personal information of our members.

Lewisham Polish Centre Retention Schedule for Personal Records

1. Personal Information

- **Retention Period:** 5 years after membership ends
- **Data:** Name, address, email address, contact details, gift aid declaration

2. Financial Records

- **Retention Period:** 7 years
- **Data:** Payment history, invoices, receipts

3. Membership Applications

- **Retention Period:** 3 years after membership ends
- **Data:** membership forms, gift aid

4. Communication Records

- **Retention Period:** 2 years
- **Data:** Emails, letters

5. Legal Documents

- **Retention Period:** 10 years
- **Data:** Contracts, agreements

6. Health and Safety Records

- **Retention Period:** 5 years
- **Data:** Incident reports

7. Activity Participation Records

- **Retention Period:** 3 years after membership ends
- **Data:** Event attendance, participation logs, Name, address, email address, contact details, gift aid declaration