

Policy UH 008 Data Protection Policy

Appendix 3.

Beacon – Data Retention Procedures

Deceased Member	Non-Gift Aid	Delete Record
	Gift Aid	Retain until they appear on the '7 year list' then Delete Record
Formally Resigned member	Non-Gift Aid	Delete Record
	Gift Aid	Retain until they appear on the '7 year list' then Delete Record
Resigned members (by virtue of non-renewal after 2 years)	Non-Gift Aid	Delete record
	Gift Aid	Retain until they appear on the '7 year list' then delete