DATA RETENTION POLICY WITH SCHEDULE
of
FUNSTERS LTD

Introduction

As part of the day-to-day running of our business, we collect and process personal data from a variety of sources. This personal information is collated in several different formats including letters, emails, legal documents, employment records, operations records, images and statements. The personal data is stored both as a hard copy and in electronic form.

Aims of the policy

Our business will ensure that the personal data that we hold is kept secure and that it is held for no longer than is necessary for the purposes for which it is being processed. In addition, we will retain the minimum amount of information to fulfil our statutory obligations and the provision of goods or/and services – as required by data protection legislation, including the General Data Protection Regulation (GDPR).

Retention

This retention policy (along with its schedule), is a tool used to assist us in making decisions on whether a particular document should be retained or disposed of. In addition, it takes account of the context within which the personal data is being processed and our business practices.

Decisions around retention and disposal are to be taken in accordance with this policy.

As and when the retention period for a specific document has expired, a review is always to be carried out prior to the disposal of the document. This does not have to be time-consuming or complex. If a decision is reached to dispose of a document, careful consideration is to be given to the method of disposal.

Responsibility

Emily Cowley is responsible for keeping this retention schedule up to date in order to reflect changing business needs, new legislation, changing perceptions of risk management and new priorities for our business.

Emily Cowley is responsible for determining (in accordance with this Policy) whether to retain or dispose of specific documents.

Emly Cowley may delegate the operational aspect of this function to 3rd party waste disposal organisation.

Management should inform Emily Cowley if there is any doubt about the minimum retention periods or if the retention of a document is necessary for a potential claim.

Disposal

Our business must ensure that personal data is securely disposed of when it is no longer needed. This will reduce the risk that it will become inaccurate, out of date or irrelevant.

The methods of disposal are to be appropriate to the nature and sensitivity of the documents concerned and include:

- Non-Confidential records: place in waste paper bin for disposal
- Confidential records: shred documents
- Deletion of Computer Records
- Transmission of records to an external body
- Cloud storage

The table below contains the retention period that we have assigned to each type of record. This will be adhered to wherever possible, although it is recognised that there may be exceptional circumstances which require documents to be kept for either shorter or longer periods.

Exceptional circumstances should be reported to Emily Cowley without delay.

Date created: 12/11/2024

Date of review: 12/11/2026

Appendix 1: Document retention schedule

Employment records

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
PAYE records	3 years from end of fiscal year	Payroll software cloud, one drive and backup hard drives	Legal	Delete fille containing information
Maternity and paternity pay records	3 years from end of fiscal year	Payroll software cloud, one drive and backup hard drives	Legal	Delete fille containing information
Medical and health records	[30] years after employment ceases	Paper copy One drive Back up hard drives		Shred paper copy Remove from one drive and back up hard drives
Unsuccessful candidates	6 months after last action	funstersplaycentres@googlemail.com folder or paper copy	Recruitment	Delete from googlemail folder. Shred paper copy.
Accident report forms	5 years after last action	Paper copy in annual folder stored in archives.	Legal	Shred paper copy
Parental leave records	7 years from birth of child	Payroll software cloud, one drive and back up hard drives	Legal	Delete fille containing information
Employment records: redundancy, equal opportunities; health & welfare records	7 years after last action	Payroll software cloud, one drive and back up hard drives, paper copy.	Legal	Shred paper copy Remove from one drive and back up hard drives
Employees that left the business: emergency contacts and bank account details	One month after making final salary payment	Paper copy One drive Back up hard drive	Not relevant to Business	Shred paper copy Remove from one drive and back up hard drives
Pay & tax: pay deductions, tax forms, payroll, loans	7 years after last action	Payroll software cloud, one drive and back up hard drives	Legal	Delete fille containing information
Records of formal disciplinary actions in employee file	7 years after last action	Paper copy One drive Back up hard drives	Legal	Shred paper copy Remove from one drive and back up hard drives
Records of formal grievances in employee file	7 years after last action	Paper copy One drive Back up hard drives	Legal	Shred paper copy Remove from one drive and back up hard drives

Commercial contracts:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Contracts with suppliers	7 years after last action	Paper copy in archives One drive Back up hard	Supply contract	Shred paper copy Remove from one

		drive		drive and back up hard drives
Contracts signed as a deed	As long as the business exist	Paper copy in archives One drive Back up hard drive	Legal	Shred paper copy Remove from one drive and back up hard drives
Guarantees and indemnities	The term of the guarantee and or indemnities plus 6 years	Paper copy in archives One drive Back up hard drive	Legal	Shred paper copy Remove from one drive and back up hard drives
Purchase orders and invoices	7 years after last action	Accounts software and cloud. One drive. Back up hard drives	Audit	Shred paper copy Remove from one drive and back up hard drives

Marketing records:

Type of record	**Retention period**	**Where is it stored?**	**Reason**	**Method of deletion**
Mailing lists	5 year after last action	Paper copy in archives One drive Back up hard drive	To assist with audit. Assist with marketing ideas. Assist with analysing business trends	Shred paper copy Remove from one drive and back up hard drives]

Tax and Accounting Records:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Tax returns	10 years from end of fiscal year	Accounts software and cloud. One drive. Back up hard drives	Audit, analysis	Shred paper copy Remove from one drive and back up hard drives
Accounting & financial management information	6 years from end of fiscal year	Accounts software and cloud. One drive. Back up hard drives	Audit, analysis	Shred paper copy Remove from one drive and back up hard drives

Operational records:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Closed circuit television recordings	Records over every 12 weeks from the date recorded except where required as evidence	Hard drive	Legal, protection of people and property. Reviewing flow of people through venue	Continuous loop recording over.
Fire Risk Assessments	Retain until superseded – annual review.	Training manuals – health and safety and management. Paper copy One drive Back up hard drives	Legal and staff training document.	Shred paper copy Remove from one drive and back up hard drives
Policies/Procedures	7 years	Paper copy in archives Management company handbook. Employees company handbook One drive Back up hard	Legal. Operational management.	Shred paper copy Remove from one drive and back up hard drives
Complaints	Up to 6 years from end of fiscal year	Paper copy in archives. Email account folders One drive Back up hard	Operational management. Business improvements. Business operating analysis. Staff training	Shred paper copy Remove from one drive and back up hard drives Delete from email account.
Building (i.e. lease/deeds)	Destroy 6 years after property is no longer occupied	Paper copy in archives. Email account folders One drive Back up hard	Legal	Shred paper copy Remove from one drive and back up hard drives
Maintenance contracts	15 years from last action	Paper copy in archives. Email account folders One drive Back up hard	Legal. Operational management.	Shred paper copy Remove from one drive and back up hard drives Delete from

				email account.
Website FAQs	6 months from last action	[SPECIFY]	[i.e. Issue is generally resolved upon response]	Paper copy in archives. Email account folders One drive Back up hard
Property plans and surveys	25 years	Paper copy in archives. Email account folders One drive Back up hard	Legal Property management Risk management	Paper copy in archives. Email account folders One drive Back up hard
Insurance schedules	10 years after last action	Paper copy in archives. Email account folders One drive Back up hard	Legal Property management Risk management	Paper copy in archives. Email account folders One drive Back up hard
Pat tests, fire hazard tests	6 years from last action	Paper copy in archives. Email account folders One drive Back up hard	Legal Property management Risk management	Paper copy in archives. Email account folders One drive Back up hard
Memorandum of association	Life of company	Paper copy in archives. One drive Back up hard	Legal. Business management	Paper copy in archives. Email account folders One drive Back up hard
Register of directors and secretaries	Life of company	Paper copy in archives. One drive Back up hard	Legal. Business management	Paper copy in archives. Email account folders One drive Back up hard
Employer's liability insurance certificates	Life of company	Paper copy in archives. Email accounts One drive Back up hard	Legal. Business management	Paper copy in archives. Email account folders One drive Back up hard

Intellectual property records:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Copyright material	50 years from expiry	Paper copy in archives One drive Back up hard	legal	Shred paper copy Remove from one drive and back up hard drives

Email records:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Email correspondence	Archive emails after 6 months	On email accounts. Back up hard drive	Legal, marketing, supplier contracts, business documents	Archive – use folders in the email account.

Customer personal data records:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Customer personal data given by customer through consent from booking system	10 years	Smart entertainment servers. Hard drive. Software	Geographical analysis Business trends Daily operation of business Contact customer about the booking	Request smart to delete. Smart entertainment ltd have a retention schedule. Delete from hard drive Software request smart delete data. Management can delete data.
Customer personal data printed for weekly party planner.	1 year	Clipboard in the active week. Folder in archive.	Limited personal information – mostly information about the party activities	Shred paper copy