

Data retention schedule template

RKPS PTFA Data Retention Schedule

Reference number	What's the activity, and/or which people are involved?	Why do we need this?	How long will we keep this information for?	How will we destroy the information when it's finished with?
1.	PTA events such as Mother's Day sale, Father's Day Sale, discos etc	Management of events, attendance, prizes, volunteer support etc	NA	NA
1.1	The names and mobile numbers of our volunteers	So we can actively manage the event	Until the week after the event has finished	Electronic Deleted, Paper Shredded
1.2	Name, address, phone number and banking details of suppliers.	So that we can book them for the event, and pay them for it. So we can book them for future events.	Financial details until 30 days after event ended. Name and contact details for two years, in case we wish to use them again.	Electronic Deleted, Paper Shredded
1.3	Santa letters only - name, age, address, personal achievement	To write a personalised letter	Until the event is complete and then until end of December	Electronic Deleted, Paper Shredded
1.4	Calendars only - name, child's class, bank details	So we can actively manage the event		Electronic Deleted, Paper Shredded
2.	Committee Members	So our PTA has proper governance and runs smoothly	NA	NA
2.1	Voting trustees -names, email addresses, addresses, phone numbers, DOB, FB profiles if on our PTFA FB group	So we can keep them up to date with PTA business. To keep charity commission updated. For bank information.	Until they step down at the AGM or before, if requested.	Electronic Deleted, Paper Shredded
2.2	List of which helpers hold a DBS (the school holds copies)	To ensure safeguarding during school events	Until they leave the school or request this	Electronic Deleted, Paper Shredded
2.3	Non voting members - names. Email addresses, FB profiles if on our PTFA FB group	So we can keep them up to date with PTA business	Until they leave the school or request this	Electronic Deleted, Paper Shredded
2.4				
3.	School Pupil Details		NA	NA
3.1	Pupils at the school	Names, class they are in so that we can actively manage the event.	Until the event is complete	Electronic Deleted, Paper Shredded
3.2				
3.3				
3.4				
4	Parents Details		NA	NA

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4.1	Raffle - names, child's class, mobile number	So that we can actively manage the event and pass on prizes.	For one month after the event is complete to ensure that all prizes are allocated.	Electronic Deleted, Paper Shredded
4.2				
4.3				
4.4				
5	Class Reps Details		NA	NA
5.1				
5.2				
5.3				
6	Add more as needed...			