

What personal data is held?	Why do we keep the personal data?	How long do we keep the personal information?
Animal Adoption records, including, <ul style="list-style-type: none"> <li>• Perfect Match form,</li> <li>• Match Check form,</li> <li>• Vet Check form,</li> <li>• Home Visiting record</li> <li>• Adoption Form</li> <li>• Microchip Form</li> <li>• Adoption Fee Refund</li> </ul>	Kept in order to refer to if the adopter has any queries or needs any clarification post adoption.	Within two days of adoptions all the forms are scanned electronically and the paper copies shredded. The electronic copy is then stored against the animal adopted record, on cloud based passphrase protected storage.  The records are destroyed two years after last contact with the adopters.
Animal Adoption - Assisted Adoption records including:- <ul style="list-style-type: none"> <li>• Perfect Match form,</li> <li>• Vet Check form,</li> <li>• Home Visiting record</li> <li>• Adoption Form</li> <li>• Microchip form</li> <li>• Clinical Record</li> </ul>	Kept in order to refer to, as and when the adopter needs our support with veterinary consultations.	Within two days of the assisted adoptions all the forms are scanned electronically and the paper copies shredded. The electronic copy is then stored against the animal adopted record, on cloud based passphrase protected storage.  The records are destroyed two years after last contact with the adopters, which will either be when the adopters declare they no longer need our support or the animal has sadly, passed away.
Animal Adoption - Failed	These records are only kept for referral in case of enquiry from the potential adopters in the months following the failed adoption	Within two days of the failed adoptions all the forms are scanned electronically and the paper copies shredded.  The records are destroyed six months after the last contact.
Animal Acceptance Forms (animals being taken into the York Animal Home)	To keep a record of where the animals that are or were in our care, came from and if known, who the previous owner was.	All the forms are scanned electronically and the paper copies shredded. The electronic copy is then stored against the animal adopted record, on cloud based passphrase protected storage. The acceptance forms are added to the appropriate animal care adoption files.
Animal Centre Visits	Visitors to the York Animal Home are required to sign a register to indicate the time of arrival and departure.	The sign in register is cleared every day and the sheets are stored in a locked cabinet. The sign in sheets are used to monitor visitor trends and to calculate volunteer hours. Once these statistics have been gathered the sheets are destroyed.
Donation Correspondence	This is required to maintain financial records and enable donors to be thanked and supported. <ul style="list-style-type: none"> <li>• Records kept regarding the amount(s) given and when by whom</li> <li>• Donors to be thanked by email and/or post</li> <li>• Where relevant certificates to be sent out</li> </ul>	Donation correspondence is kept in physical form in locked storage and held together with the required financial records. See financial records below.  The corresponding thank you letter is kept in a password protected electronic file.  The physical correspondence is kept for 7 years (for HMRC purposes) and the electronic thank you letters are deleted after one year.
Employee Files	Personal and limited sensitive personal data is kept on branch employees for the purpose of maintaining the branch / employee relationship to include:- <ul style="list-style-type: none"> <li>• corresponding with the employee</li> <li>• reimbursing the employee for the hours worked</li> <li>• keeping emergency contact details</li> </ul>	Physical records are kept in a locked cabinet and electronic records are filed with the use of password protection.  Staff files remain active until the employee leaves the employment of RSPCA York, Harrogate and District Branch. The physical staff file is shredded after one year, after which only sufficient personal data is kept for the purposes of responding to employment reference requests or any known civil action.
Employment Vacancy Applications (Successful Candidates)	Personal, education, previous employment details are required to enable :- <ul style="list-style-type: none"> <li>• The shortlisting of applicants for interview</li> <li>• Discussion during any interview</li> <li>• Appointing the successful candidate</li> <li>• Preparing the induction file</li> <li>• Maintaining the branch employee relationship</li> </ul>	Application details are kept in the successful applicants staff file.  Staff files remain active until the employee leaves the employment of RSPCA York, Harrogate and District Branch. The physical staff file is shredded after one year, after which only sufficient personal data is kept for the purposes of responding to employment reference requests or any known civil actions.
Employment Vacancy Applications (Unsuccessful Candidates)	Personal, education, previous employment details are required to enable :- <ul style="list-style-type: none"> <li>• The shortlisting of applicants for interview (if successful)</li> <li>• Discussion during any interview or</li> <li>• Advising any interviewees that they were not successful in being appointed</li> </ul>	The applications and associated interview forms are kept for three months after the date of the interview to enable post interview discussion if the unsuccessful candidate requests it.  After three months all the documentation is shredded.
Event Participation (Sponsored or raising funds)	Personal details are required to:- <ul style="list-style-type: none"> <li>• Enable Registration</li> <li>• Communicate about event details</li> <li>• Promote individuals participation by social media</li> <li>• Communicate post event with our gratitude</li> </ul>	Participants details are held on a secure data base and the details will be deleted after one year.  Paper copies which are held in lockable storage will also be destroyed after one year.
Financial Records which could include:- <ul style="list-style-type: none"> <li>• Personal details on invoices</li> <li>• Personal details of sole traders</li> <li>• Personal details on VAT records</li> </ul>	Legally required to keep these records for HMRC and audit purposes	Kept for seven years including the current tax year, in lockable storage.
Foster Recruitment <ul style="list-style-type: none"> <li>• Perfect Match form,</li> <li>• Vet Check forms,</li> <li>• Home Visiting records</li> <li>• Character references</li> </ul>	The personal data collected is needed to enable the ongoing support by the branch for the animal fosterers.	All records are kept electronically on a cloud based, passphrase protected software package.  Records are destroyed 2 years after the end of the last foster placement.
General Correspondence including complaint correspondence	This category includes:- <ul style="list-style-type: none"> <li>• Complaint correspondence</li> <li>• General Enquiries (verbal or written)</li> </ul> We will keep general correspondence for the purposes of interacting with our supporters, dealing with any enquiries they make of us. We may also need to refer to the correspondence if further enquiries are made on the same subject.	We will only keep the correspondence for as long as we need to and no longer than two years
Gift Aid Forms	We require to take some specific personal information as guided by HMRC, in order that Gift Aid can be claimed by the branch, on cash and goods donations.	The completed forms are scanned and then stored in cloud based secure storage. The physical forms are then shredded. The details are then added to our secure password protected till system so that future donations can be gift aided too.  The details are kept until the donor advises that they no longer wish their donations to be gift aided. HMRC require that we keep the forms for 6 years
Microchip Forms (publicly owned animals)	When we microchip an animal, with the owners permission, we need some personal details in order that the microchip can be registered with the microchip company.	We keep these records in paper form in secure lockable storage and they are destroyed after one year.
Newsletter Mailing List	We send a monthly newsletter to a mailing list who have asked us to do so. They have all actively opted in to this specific mailing.	The personal data for the mailing list will be used for the lifetime of the mailing list or as soon as possible after we have been asked to remove a recipients details.
Volunteer Recruitment	Personal details and volunteering preferences are needed in order to:- <ul style="list-style-type: none"> <li>• Help potential volunteers into their preferred role within the branch</li> <li>• Induct the volunteer as an ambassador for the branch</li> <li>• To deliver role specific induction in the volunteer chosen area of the branch</li> </ul>	The personal details for the volunteers are kept in lockable storage for the duration of the period of volunteering and destroyed one year after we become aware that the volunteer no longer attends the branch.
Welfare Clinic Records	The personal details of the owners of any animals that attend our clinic are taken to identify each animal.  Proof of eligibility of low income (required for welfare clinic clients) are seen and are recorded as such but no physical copy of the document is kept by this branch.	All records are held electronically and deleted 5 years after the last time an animal visits our clinic.
Welfare Vouchers:- <ul style="list-style-type: none"> <li>• Microchipping Support</li> <li>• Neutering Support</li> <li>• Welfare Support</li> </ul>	When we issue welfare or neutering vouchers personal details are needed. These details are also recorded on voucher stubs.  The details are also recorded on a password protected excel spreadsheet for the purposes of ensuring that all vouchers that are issued are presented for payment. We can also monitor that the treatments needed by the animals are administered	The vouchers are kept with presented invoice and are kept for 7 years with our financial records.  The stubs are kept for one year and then destroyed.  All entries on the database are deleted after five years.