

Retention Schedule - White Cliffs Countryside Partnership

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)"

Function	Document Description	Retention Period
White Cliffs Countryside Partnership	All records and project documentation	Held by Dover District Council Indefinitely
White Cliffs Countryside Partnership	Volunteer registration forms	Held for the period an individual is a volunteer then information disposed of confidentially when no longer a volunteer.
White Cliffs Countryside Partnership	Volunteer sign in slips for events	Sign in slips are disposed of when events are finished as information is held on registration forms. The information on sign in slips are transferred into statistical data for the number of attendees in events which does not contain personal information.
White Cliffs Countryside Partnership	Consent forms	Once information has been imputed electronically onto a data base paper forms are disposed of confidentially. Consent preferences are kept until there is a request to withdraw consent or to change these preferences. We will ensure that personal information is accurate and kept up to date.
White Cliffs Countryside Partnership	Junior ranger forms	These forms are kept for the length of time an individual is a ranger. Information is disposed of confidentially when no longer a ranger.
White Cliffs Countryside Partnership	Packs & books	Letters are disposed of confidentially once the necessary information has been removed for payment of packs & books.