

## RHA BENEVOLENT FUND

### DATA RETENTION POLICY

#### Document/Data Retention Periods

The data that the RHA Benevolent Fund controls is retained for contractual, regulatory and legitimate business reasons.

The retention period for each type of data is shown in the below table.

<b>Document / Data</b>	<b>Retention Period</b>	<b>Authority/Justification</b>
Trustee personal data	All information retained (most is public available information)	Charities Commission / Legitimate business reasons
'Successful' applicant personal data and sensitive personal data provided to the RHA's Benevolent Fund charity	6 years from the end of the accounting period	Charities Commission / HMRC
'Unsuccessful' applicant personal data and sensitive personal data provided to the RHA's Benevolent Fund charity	For a reasonable duration in the interest to protect the Charity	Legitimate business reasons