

# Retention Periods

## LIFE-FORCE Centre

Name of Data	Stored	Retention Period	Disposal
Accounting & Financial Records	Locked Cupboard/Filing Cabinet	6 Fiscal Years	Double Cross Shredder
Complaint Letters and Responses	Locked Filing Cabinet	7 Years	Double Cross Shredder
Emails	On the Computer	3 Years Maximum	Electronically Deleted
Staff Recruitment and Employment Contracts	Locked Cupboard	6 Years after Leaving	Double Cross Shredder
Review Document Latest Year	Locked Cupboard	6 Years after Leaving	Double Cross Shredder
Declined Staff Application Documents	Locked Filing Cabinet	1 Year Max	Double Cross Shredder
Room Hire Payment Slips	Locked Cupboard	2-3 Fiscal Years	Double Cross Shredder
Room Hire Payment Receipts (Electronic)	On the Computer	6 Fiscal Years	Electronically Deleted
Subject Access Request	Locked Filing Cabinet	7 Years	Double Cross Shredder
CPD Training Courses	Locked Cupboard	3 Years after Course	Double Cross Shredder
CPD – Email Address Book	On the Computer	Up until End of Course	Electronically Deleted
Indep Practitioner Reg Docs, Membership & Insurance	Locked Cupboard/ On the Computer	6 Months after Non Use of Rooms / Upon Leaving	Double Cross Shredder /Electronically Deleted

## Counselling Service

Name of Data	Stored	Retention Period	Disposal
Client E-mail Enquiries	On the Computer	3 Years Minimum	Electronically Deleted
Client Referral Documents	Locked Office/Filing Cabinet	3 Years after Closure	Double Cross Shredder
Client Referral DNA	Locked Cupboard	6 Months after Contacted Service	Double Cross Shredder
Complaint Letters and Response	Locked Filing Cabinet	7 Years	Double Cross Shredder
Counsellor Case Notes	Locked Filing Cabinet	7 Years after Closure	Double Cross Shredder
Counsellor Recruitment Documents & Contracts	Locked Cupboard	6 Years after Leaving	Double Cross Shredder
Declined Counsellor Application Documents	Locked Filing Cabinet	1 Year Max	Double Cross Shredder
Counsellor CPD Update Documents Latest Year	Locked Cupboard	6 Years after Leaving	Double Cross Shredder
Counsellor Renewal Certs; Insurance, Membership, ICO & First Aid	On the Computer	6 Years after Leaving	Electronically Deleted
Referral Text Message	On Mobile Phone	3 Months Minimum	Electronically Deleted
Subject Access Request	Locked Filing Cabinet	7 Years	Double Cross Shredder
Student Placemts Reg Docs, Membership & Insurance	Locked Cupboard/ On the Computer	6 Years after Leaving	Double Cross Shredder /Electronically Deleted