

1. Why we retain your data

We collect and use personal data for the purposes outlined in our [Privacy Notice](#). We will never keep excessive personal information about an individual or personal data for longer than we have to and will always destroy any personal data that we keep securely when its retention period has ended or when you ask us to do so.

We make sure that any companies which process your data on our behalf (such as our mailing house who distribute our membership magazines) do the same.

We have varying retention periods for different categories of information depending on our legal obligations, whether there is an administrative need (such as answering member queries), to monitor conservation activity that has long term impacts (such as when we provide advisory services to land managers), to monitor species and other records essential to our work over long periods, and so that we can understand the reasons why people support us or get involved with our work.

After a retention period has elapsed, the data is securely deleted or archived.

Our retention periods are outlined below, but if you have any questions about the data we hold, why and for how long or to see our full Data Protection and Privacy Policies, please do get in touch:

Director Resources and Marketing
Telephone: 01392 279244
Email: <mailto:contactus@devonwildlifetrust.org>
Address: Devon Wildlife Trust
Cricklepit Mill
Commercial Road
Exeter
Devon
EX2 4AB

2. Retention Periods

Type of data	Retention Period for 'live' data	Information that we Archive and for how long	Reason for Retention
Membership records	<p>All data for the duration of the Membership and for up to 12 months after a membership lapses.</p> <p>Communication consent preferences will be kept indefinitely unless you unsubscribe or opt out.</p>	<p>Name, location of residence and how an individual has interacted with the Trust. Kept indefinitely for analysis and statistical purposes.</p>	<p>Live data is retained to service your membership (and process Gift Aid), to make sure that if a membership lapses, it is not due to error or bank/address changes that we have not been notified about and to be able to ask you why you left us so that we can develop our communications and services accordingly.</p> <p>Limited data is archived to help us understand who supports us, why and for how long.</p>
Donors who are not members	<p>All data for 6 years after the last donation.</p> <p>Communication consent preferences will be kept indefinitely unless you unsubscribe or opt out.</p>	<p>Name, location of residence and how an individual has interacted with the Trust. Kept indefinitely for analysis and statistical purposes.</p>	<p>Live data is retained to process any donation and related Gift Aid and to keep the donor informed about what we have achieved with their donation if they have told us they want to hear from us in this way.</p> <p>Limited data is archived to help us understand who supports us, why and for how long.</p>
Campaign participants	Data is retained until an	N/A	We only hold live data in this case

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and e-newsletter recipients who are not members	individual unsubscribes from our communications.		to keep in touch with individuals based on their communications preferences.
Volunteer records	<p>For the duration of their volunteering and for 1 year after volunteering has ended.</p> <p>In the case where a volunteering role is part of a funded project and the funding agreement requires us to keep volunteer information for the life of a project and for a defined period afterwards, then this will be our retention period</p>	<p>For volunteers who are part of funded projects, this will depend upon the funding agreement, but is unlikely to be longer than 2 years after the project ends and data will be anonymised wherever possible in our records and for funder reports</p> <p>For all other volunteers, we will only retain anonymised data for statistical purposes.</p>	<p>Live data is held to communicate with volunteers about the work we do and the volunteering opportunities available.</p> <p>We only archive personal data for someone who no longer volunteers where a funding agreement requires us to.</p>
Volunteer applications & paperwork	Applications will be destroyed after 6 months. Volunteering agreements will only be retained for 1 year after volunteering ceases.	N/A	
Job applications	<p>Applications for unsuccessful applicants will be destroyed after 6 months unless we have permission to keep them on file.</p> <p>Applications for successful applicants will be retained for the length of their employment with us.</p>	N/A	
Merchandise orders including Gift Memberships	Personal data will be retained to service any order and for 12 months after this.	If you are a member who has purchased an item or items, this will show on the record of your	Live data is used to process your order, to provide you with information about offers that we

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		<p>interactions with us and archived as part of your membership record.</p> <p>If you are a non-member, no information is archived, unless you have purchased gift membership. If this is the case then your record will be treated as a membership record (as above).</p>	<p>think might interest you (if you have opted to received communications of this kind from us) and, for example, if you have purchased a Gift Membership, to remind you when it is approaching its expiry date.</p>
<p>Records relating to services we have provided for you or which you have requested from us.</p>	<p>Personal data will be retained to provide the service or support you have requested and for up to 2 years after the provision of the service is completed.</p> <p>Where the service, support or activity you benefit from is part of a multi-year project or initiative and/or externally funded and the funding agreement requires us to keep volunteer information for the life of a project and for a defined period afterwards, then this will be our retention period.</p>	<p>Depending on the project or activity, we will archive limited personal data. For our land advisory services for example, which are linked to very long term conservation projects, we will archive personal data indefinitely so that we can monitor the impact we are having/conservation gains over long periods on specific land holdings.</p>	<p>Live data is-kept to provide the required service, to check the quality/monitor the impact of the service and to keep you aware of other relevant offers or opportunities.</p> <p>Archived data is kept to meet the requirements of funding agreements, to analyse our work and to monitor the impact the service we provide such as conservation gains over long periods.</p>

