

Art Fund Personal Data Retention Policy

This policy has been adopted by Art Fund in order to set out the principles for retaining, reviewing and destroying personal data and should be read in conjunction with our Privacy Notice. This policy covers all personal data retained or in Art Fund's custody in electronic and hard copy formats.

Our retention policy ensures we keep the personal data only as long as it is necessary for the purposes for which it is processed.

We only keep information according to three principles: information that needs to be kept to satisfy legal requirements, information that is of archival/historical value and information that has ongoing business value.

The table below outlines the retention schedule for all Art Funds internal paper and electronic records.

<u>Category of data</u>	<u>How long is data kept</u>
Active Members	We keep your data as long as you are an active member.
Former Members	<p>In the first 18 months following a lapse date you will still be informed about our work, unless you instruct us otherwise. Lapse date is the date when your National Art Pass membership expires. After 18 months we exclude you from any communication from Art Fund but we continue to keep your data until 7 years have passed following your last purchase to comply with legal obligations.</p> <p>After 7 years from your last purchase your data will be anonymised and kept only for the analysis and historical purpose.</p> <p>If you received a Free Student Art Pass in the first 18 months following a lapse date you will still be informed about our work, unless you instructed us otherwise. After 18 months following the lapse date your record will become inactive and your data anonymised</p>
Gift Membership Buyers	<p>In the first 18 months following your gift membership lapse date you will still be informed about our work unless you instruct us otherwise. After 18 months we exclude you from any communication from Art Fund but we continue to keep your data until 7 years have passed following your last purchase to comply with legal obligations.</p> <p>After 7 years from your last purchase your data will be anonymised and kept only for the analysis and historical purpose.</p>
Donors	<p>We will keep your data for 5 years after your last donation and communicate with you only on relevant work that we believe is of interest to you, unless you instruct us otherwise. After 5 years following your last donation we will change your status to inactive and exclude you from any communication.</p> <p>However we will keep details of your financial transaction for 7 years following your donation to comply with legal obligation.</p>

Art Happens funders	<p>We will keep your data for 5 years after your last donation and communicate with you only on relevant work that we believe is of interest to you, unless you instruct us otherwise. After 5 years following your last donation we will change your status to inactive and exclude you from any communication.</p> <p>However we will keep details of your financial transaction for 7 years following your donation to comply with legal obligation.</p>
Non-members - Art In Your Inbox Subscribers	We keep your data as long as you have opted in to receive Art in your Inbox. Once you opt out from receiving Art in your Inbox your status becomes inactive and your details are anonymised in our system.
Holiday buyers	We keep your data as long as you have opted in to receive communications from us. Once you opt out from receiving communications from us your status becomes inactive and your details are anonymised in our system.
Company data (including National Art Pass for Companies)	<p>Company contacts data such as email, job title and address is kept for as long as the Company has a relationship with Art Fund. We may also hold such data if we have identified a Company as a possible future partner. In this instance we will only keep personal data for the minimum amount of time as we explore a potential relationship.</p> <p>Corporate national Art Pass holders are treated the same as any other members.</p>
Charitable Foundation data	Personal data for employees and trustees of trusts extends to name, job title and contact information which are kept in Art Fund as long as we have relationship with the charitable foundation. We may also hold such data if we have identified a Charitable Foundation as a possible future partner or funder. In this instance we will only keep personal data for the minimum amount of time as we explore a potential relationship.
Prospective high level donors	Where we have identified an individual with the potential to offer significant support to Art Fund we will only keep personal data for the minimum amount of time as we explore the potential relationship. After this time we may keep a minimised record of contact with the individual to protect them from further communication of this nature.
Bequests and Legacies	Where a supporter has indicated a potential financial or other bequest to Art Fund in their Will we will not delete the data until either seven years after the death of the supporter is notified to Art Fund or seven years after the gift is received.
Gifts of Art	When a donor has given a work of art to a public collection through Art Fund we will keep their personal data indefinitely to acknowledge the gift and demonstrate provenance.

Job Applicants	Applications for advertised roles are retained for 7 months from the end of the recruitment exercise (includes applications, CV, covering letter, email and shortlisting/ interview notes.) Speculative applications (where no vacancy exists) are not retained.
Current and former employees	We retain data for 6 years from the end of employment however for members of the senior management team we retain data indefinitely for historical purposes. Actuarial evaluation reports in relation to historical pension schemes are also kept permanently.
Agency workers	We retain data for 6 years from the end of the assignment
Trustees and former Trustees	Trustees' data is retained during their post as a Trustee and Former Trustees data is retained indefinitely for historical purposes. Data for unsuccessful trustee role applicants is kept for 7 months following their application.
Press, marketing and PR contacts	This information is retained throughout the duration of our active relationship with our press, marketing and PR contacts.
Museum Marketing contacts	This information is retained throughout the duration of our active relationship with the Museum.
University staff	This information is retained throughout the duration of our active relationship with the University.
Artists	This information is retained throughout the duration of our active relationship with the artist and then until we are either notified of its inaccuracy or identify it ourselves. At this point this information will be end dated.
Programme Applicants	Information needs to be held for at least a year for auditing and evaluation purposes and for as long as we need to communicate with the Applicant. For the purposes of maintaining a full and accurate historical record of our grant giving and charitable activity, this information is held in our grants system and in physical files in our archive indefinitely.
Advisory committees	Their data is retained purely to correspond with them in relation to their advisory role, including circulating committee papers and minutes. Data is to be held only so long as the individual is sitting on the advisory committee. For the purposes of maintaining a full and accurate historical record of our grant giving and charitable activity, names of committee members are recorded in committee papers which are held in physical files in our archive indefinitely.
Sectorial network leads	Personal information processed for sectorial network leads includes publicly available information including name and contact email addresses. Information will be end dated when the individual is no longer the lead contact for the network.
Policy contacts	Information will be held for the duration of the individual's term in post, or for the time in which they operate in the public sphere, at which point it will be end dated (or retained under another category if relevant).