

Retention Schedule - Environment and Corporate Assets - White Cliffs Countryside Partnership

May 2018

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

Service	Function	Document Description	Retention Period
Environment and Corporate Assets	WCCP	All records and project documentation	Held by Dover District Council Indefinitely
Environment and Corporate Assets	WCCP	Volunteer registration forms	Held for the period an individual is a volunteer then information disposed of confidentially when no longer a volunteer.
Environment and Corporate Assets	WCCP	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.
Environment and Corporate Assets	WCCP	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.
Environment and Corporate Assets	WCCP	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.
Environment and Corporate Assets	WCCP	Packs & books	Letters are disposed of confidentially once the necessary information has been removed for payment of packs & books.