Data Retention Policy with Schedule
Landmatch England 2025

Introduction

As part of the day-to-day running of Landmatch England, we collect and process personal data from a variety of sources. This personal information is collated in several different formats including web forms, emails, notes from phone calls, images and statements. The personal data is stored both as a hard copy and in electronic form.

Aims of the policy

Our business will ensure that the personal data that we hold is kept secure and that it is held for no longer than is necessary for the purposes for which it is being processed. In addition, we will retain the minimum amount of information to fulfil our statutory obligations and the provision of goods or/and services – as required by data protection legislation, including the General Data Protection Regulation (GDPR).

Retention

This retention policy (along with its schedule), is a tool used to assist us in making decisions on whether a particular document should be retained or disposed of. In addition, it takes account of the context within which the personal data is being processed and our business practices.

Decisions around retention and disposal are to be taken in accordance with this policy.

As and when the retention period for a specific document has expired, a review is always to be carried out prior to the disposal of the document. This does not have to be time-consuming or complex. If a decision is reached to dispose of a document, careful consideration is to be given to the method of disposal.

Responsibility

The Landmatch Central Coordinator, Rachael Forster is responsible for keeping this retention schedule up to date in order to reflect changing business needs, new legislation, changing perceptions of risk management and new priorities for our business.

Rachael Forster is responsible for determining (in accordance with this Policy) whether to retain or dispose of specific documents.

Rachael Forster may delegate the operational aspect of this function to either a Steering Group member, or a Regional Coordinator for Landmatch England at which point this schedule will be updated.

Rachael Forster should be informed if there is any doubt about the minimum retention periods or if the retention of a document is necessary for a potential claim.

Disposal

Landmatch England must ensure that personal data is securely disposed of when it is no longer needed. This will reduce the risk that it will become inaccurate, out of date or irrelevant.

The methods of disposal are to be appropriate to the nature and sensitivity of the documents concerned and include:

- Non-confidential notes or records: place in waste paper bin for disposal
- Confidential records: shred documents
- Deletion of Computer Records
- Transmission of records to an external body
- Cloud storage

The table below contains the retention period that we have assigned to each type of record. This will be adhered to wherever possible, although it is recognised that there may be exceptional circumstances which require documents to be kept for either shorter or longer periods.

Exceptional circumstances should be reported to Rachael Forster without delay.

Date created: 9 September 2025

Date of review: 9 September 2026 or sooner if Landmatch England becomes its own entity during 2025 / 26.

Appendix 1: Document retention schedule

Employment records

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
PAYE records	[3] years from end of fiscal year	TGL Google Drive	Legal	Shred /deletion
Maternity and paternity pay records	[3] years from end of fiscal year	TGL Google Drive	Legal	Deletion
Medical and health records	[3] years after employment ceases	TGL Google Drive	Legal / Private	Deletion
Unsuccessful candidates	[6 months] after last action	TGL Google Drive	Private / Personal Information	Deletion
Accident report forms	[3] years after last action	TGL Google Drive and office	Legal / Personal Information	Deletion
Parental leave records	[5] years from birth of child	TGL Google Drive	Legal / Personal	Deletion
Employment records: redundancy, equal opportunities; health & welfare records	[6] years after last action	TGL Google Drive	Legal / Personal	Deletion
Employees that left the business: emergency contacts and bank account details	[i.e. Delete immediately after making final salary payment]	TGL Google Drive	Legal / Personal	Deletion
Pay & tax: pay deductions, tax forms, payroll, loans	[6] years after last action	TGL Google Drive	Legal / Personal[	Deletion
Records of formal disciplinary actions in employee file	[6] years after last action	TGL Google Drive	Legal / Personal	Deletion
Records of formal grievances in employee file	[6] years after last action	TGL Google Drive	Legal / Personal	Deletion

Commercial contracts:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Contracts with suppliers	[6] years after last action	LME Shared Google Drive	Supply contract	Deletion
Purchase orders and invoices	[7] years after last action	TGL / CSANetwork / LME Google Drives	Financial information	Deletion / Shred

Marketing records:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Mailing lists	[1] year after last action	Website files, potentially mailchimp or Flodesk	To comply with data protection	Deletion

Tax and Accounting Records:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Tax and VAT returns	[6] years from end of fiscal year	LME Shared Google Drive	Audit	Deletion
Accounting & financial management information	[6] years from end of fiscal year	LME Shared Google Drive	Audit	Deletion

Operational records:

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Policies/Procedures	[7] years	LME Google drive		Deletion
Complaints	[6] years from end of fiscal year	LME google drive	Data Protection / Personal information	Deletion

Website FAQs	[6] months from last action	Website and Google drive	Issue is generally resolved upon response	Deletion
Insurance schedules	[6] years after last action	TGL google drive	No longer needed	Deletion
Register of members / staff, Steering Group members	Life of company	Website & LME Google drive	No longer using or part of service	Deletion
Memorandum of association	Life of company	LME google drive	If LME is no longer operational	Deletion
Register of Steering group	Life of company	LME google drive	If LME is no longer operation	Deletion
Employer's liability insurance certificates	Life of company	Tamar Grow Local for 2025 / 25	May move to LME holding own insurance in 2026	Deletion
Landmatch registrations	1 year	Website and Google Drive	Data Protections / Personal Information	Deletion

Intellectual property records: To be completed if necessary in future.

Type of record	**Retention period**	**Where is it stored?**	**Reason**	**Method of deletion**
Copyright material	50 years from expiry	Website and Google Drive	Legal	Deletion

Email records:

Type of record	**Retention period**	**Where is it stored?**	**Reason**	**Method of deletion**
Email correspondence	After 2 years or if project ceases	Mailbox / server	Data protection	Deletion