

Data Retention Schedule

1. Introduction

This Data Retention Schedule sets out how long the Howard Hall Memorial Hall retains personal information and other records, and how those records are securely disposed of when they are no longer required. In order that we may meet our legal, financial, operational and contractual obligations, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This schedule applies to all paper and electronic records held by the Howard Hall Memorial Hall Management Committee. The Hall does not store bank account details or credit/debit card information belonging to hirers. The online booking system is provided by **My Hall Wizard Ltd**, which acts as the data processor on behalf of the Hall. The Hall also operates an electronic till (EPOS) for bar sales and a CCTV system for security purposes.

3. Responsibilities

The Management Committee is responsible for ensuring compliance with this schedule. The Hall Secretary will review retained records annually and arrange their secure destruction when retention periods expire.

4. Retention Schedule

<u>Record Type</u>	<u>Where Held</u>	<u>Retention Period</u>	<u>Reason</u>
Booking enquiries not resulting in a booking	Email / My Hall Wizard	12 months	Customer service
Booking records (hirer name, contact details, booking details, hire agreements and invoices)	My Hall Wizard	6 years after the final booking	Contract administration, accounting and legal claims
Online booking accounts	My Hall Wizard	Whilst the account remains active. Following account closure, retention and deletion are managed in accordance with My Hall Wizard Ltd's published retention policy and the Data	

Payment Information	Howard Hall Memorial Hall Accounting records	Processing Agreement. 6 years	HMRC requirements. The Howard Hall Memorial Hall does not retain customers' bank account or payment card details.
EPOS sales records and operator logs	Electronic Till	6 years	Accounting records, audit and fraud prevention.
Supplier and contractor records	Secretary/Howard Hall Memorial Hall Accounting records.	6 years after the relationship ends	Contract and accounting purposes
Committee minutes and supporting papers	Secretary	Permanent	Governance and historical record
Annual accounts	Secretary	Permanent	Charity and accounting record
Bank Statements	Hall Accounting records	6 years	HMRC
Insurance policies and claims	Secretary	6 years after expiry or settlement	Insurance and legal purposes
Maintenance, servicing and inspection records	Secretary	Life of equipment plus 6 years	Health and Safety
Electrical inspection and PAT records	Secretary	Until superseded plus 1 year	Safety Compliance
Fire safety records	Hall Manager	6 years	Regulatory compliance
Accident and incident reports	Hall Manager	3 years after the incident (or longer if a claim is ongoing)	Health and Safety
CCTV images	Hall Manager	7 Days	Security
Safeguarding records	Trustee leading on Safeguarding	In accordance with safeguarding guidance	Legal obligation
Premises Licence records	Hall Manager	3 years	Licensing compliance
Routine correspondence	Hall Secretary	Normally 2 years unless it forms part of another official record	Administration

5. Online Booking System

The Howard Hall uses **My Hall Wizard Ltd** to provide and manage its online booking system. The **Howard Hall Memorial Hall** is the Data Controller for all personal information collected in connection with the hire of the Howard Hall. **My Hall Wizard Ltd** is the Howard Hall Memorial Hall's appointed Data Processor, processing personal data solely on behalf of the Howard Hall Memorial Hall in accordance with the contractual arrangements and applicable data protection legislation.

The Howard Hall Memorial Hall does not retain customers' credit or debit card details, bank account details or other payment card information. Financial records maintained by the Howard Hall are limited to invoices, payment status, transaction references and accounting records required to meet statutory and financial reporting obligations.

The Management Committee will periodically review reports produced from records held within the My Hall Wizard system and when doing so it will remove or anonymise personal data, subject to legal and accounting obligations.

6. Secure Disposal

Paper records containing personal information will be cross-cut shredded or disposed of through a confidential waste service. Electronic records will be securely deleted from local devices and cloud storage when no longer required.

Where records are held within the online booking system, deletion will be carried out in accordance with the contractual arrangements and retention settings agreed with My Hall Wizard Ltd.

7. Exceptions

Records may be retained beyond the stated periods where required for ongoing legal proceedings and insurance claims; police investigations and statutory obligations.

8. Review

This schedule will be reviewed biennially by the Howard Hall Memorial Hall Management Committee, or sooner if legislation changes, new systems are introduced, or operational practices change.

Version	Data Retention Schedule Version 1
Date Approved	25 th August 2026
Approved By	Howard Hall Management Committee
Responsible Officer	Hall Secretary
Supporting Framework	Data Protection Framework
Related Documents	Data Protection (GDPR) Policy; Privacy Notice; Record of Processing Activities (ROPA) and Terms and Conditions of Hire
Review Date	August 2028