Mapping for Change CIC - Retention schedule

Source	Time	Action required by you	Our action	Rationale
Information collected through Google Analytics	36 months	none - automatic	None	to enable analysis of website performance
Information contributed to community maps	Indefinitely	users can delete their own contribution(s)	Request actioned within 14 days	to enable maps to stay live and useful
Media contributed to community maps	Indefinitely	request deletion of media	Request actioned within 14 days	to enable map contributions to be supported with additional material to stay live and useful
Information collected on registering to use Community Maps	Indefinitely	request deletion of account	request actioned within 14 days	to enable users to continue to use the maps
Information collected when signing up to receive e-news	Indefinitely	request removal from database	request actioned within 14 days	to enable communications to be sent regularly
Information collected through citizen science project	24 months after completion of project	None - unless you require a deletion sooner	request actioned within 14 days	to enable data to be analysed and referenced/verified if necessary
Information collected through job application	6 months	None	Review and delete records every 2 months	Legal reasons
Information collected as staff member	6 years after termination of employment	None	Review and delete records every 6 months	Legal reasons
Information collected for Payroll	3 years after termination of employment	none	Review and delete records every 6 months	Legal reasons
Information collected as a volunteer	2 years after termination	None - unless you require a deletion sooner	Review and delete records every 6 months	Legal reasons and for references
Information collected through financial dealings	7 years	None	Data will be deleted as part of the year-end procedure	Legal reasons
Information collected through contract/quote enquiry	4 years after last communication	None	Review and delete records every 6 months	Business development