



# DATA RETENTION POLICY

## Policy statement

Music for Galway's data retention policy is the protocol used for retaining information for operational use while ensuring adherence to the laws and regulations concerning them.

## Data storage

Music for Galway store personal data in the following places:

- third party servers (DropBox.ie)
- email accounts (Gmail.com/MailChimp)
- desktops
- employee-owned devices (BYOD)
- backup storage
- paper files

## General retention periods

Personal data will only be retained for as long as necessary. The retention periods differ based on the type of data processed, the purpose of processing or other factors. See *Data Retention Schedule* for details.

When a protected record's age exceeds that of the applicable *Data Retention Schedule*, the record will be disposed of properly.

Data will also be deleted if the data subject requests the erasure of data or the restriction of processing.

## Why we keep it

We keep important information for future use or reference, to organize information so it can be searched and accessed at a later date.

## During the retention period

Data retained will be stored safely.

## What happens to data at the end of the retention period

A part of any effective data retention policy is the permanent deletion of the retained data; paper records are safely shredded, digital files are deleted by encrypting the data when stored, and then deleting the encryption key. Thus, effectively deleting the data object and its copies stored in online and offline locations.

Signature (Executive Director)	Date:	Review date: