




DATA RETENTION SCHEDULE

The following table outlines the retention period for each record type held by Music for Galway.

RECORD	DESCRIPTION	RETENTION PERIOD
Database Records	Contact details	Indefinite (held for historic purposes)
Friends/Patrons/Season Ticket Forms	Contact details of MFG Friends and Patrons	Current Season
'Join Our Mailing List' Forms	Contact details	Indefinite (to prove consent)
MailChimp Mailing List	Names and email addresses	'Opens' reviewed every 12 months in order to remove those who have not engaged
Vodafone Bulk text List	Mobile phone numbers	Indefinite
Season shots	Audience and artist photographs	Indefinite (held for historic purposes)
Videos	Audience and artist videos	Indefinite (held for historic purposes)
Social Media Posts	MFG Website, Facebook and Twitter accounts	Indefinite unless removal requested
Bank Statement	Music for Galway bank account details	6 years under statutory requirements
Invoices	Supplier details and costs	6 years under statutory requirements
Employee contracts	Contract information relating to job	Duration of employment plus 4 years
Employee Tax Records		6 years under statutory requirements
Artist Contracts	Contract information relating to a particular performance or performances	10 years
CHY4 Forms	Tax relief for donations to charities	6 years under statutory requirements

Credit/Debit card transaction file	Excel spreadsheet with date, customer name, sale description and sale amount (€)	One month (after reconciliation with Bank Statement)
Emails	General correspondence	Indefinite
Applications and CVs	Applicants details and employment history	1 year after position has been filled

Signature (Executive Director)	Date:	Review date:
Anna Lardi 	5 June 2020	5 June 2022