

## Data Retention Policy

The purpose of this Policy is to ensure that necessary records and documents of the British Wheel of Yoga are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time. This Policy applies to all records generated in the course of the operation of the British Wheel of Yoga, including both original documents and reproductions.

<b>Document Type</b>	<b>Retention Period</b>	<b>Responsible person</b>
Accounts Payable ledgers	7 years	Financial Controller
Payroll details	Termination + 7 years	Financial Controller
All other data containing personal information	In accordance with relevant legislation at the time	Operations Manager