

Data Retention Policy and Schedule

Company Number: 03317333

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Date to be reviewed: 1/9/2027

Introduction

As part of the day-to-day running of the Expert Witness Institute (EWI), we collect and process personal data from a variety of sources. This personal information is collated in several different formats including letters, emails, legal documents, employment records, application forms, records of attendance, and membership records. The personal data is stored both as a hard copy and in electronic form. For the purposes of this policy, we refer to records as the majority of our records are held in electronic form on our CRM. However, records can also mean a physical document.

Aims of the policy

The EWI will ensure that the personal data that we hold is kept secure and that it is held for no longer than is necessary for the purposes for which it is being processed. In addition, we will retain the minimum amount of information to fulfil our statutory obligations and the provision of goods or/and services – as required by data protection legislation, including the General Data Protection Regulation (GDPR).

Retention

This retention policy (along with its schedule), is a tool used to assist us in making decisions on whether a particular record should be retained or disposed of. In addition, it takes account of the context within which the personal data is being processed and our business practices.

Decisions around retention and disposal are to be taken in accordance with this policy.

As and when the retention period for a specific record has expired, a review is always to be carried out prior to the disposal of the record. This does not have to be time-consuming or complex. If a decision is reached to dispose of a record, careful consideration is to be given to the method of disposal.

Responsibility

The Chief Executive Officer is responsible for keeping this retention schedule up to date in order to reflect changing business needs, new legislation, changing perceptions of risk management and new priorities for EWI and determining (in accordance with this Policy) whether to retain or dispose of specific records.

The Chief Executive Officer may delegate the operational aspect of this function to a member of the team.

The EWI will seek advice if there is any doubt about the minimum retention periods or if the retention of a record is necessary for a potential claim.

Disposal

Our business must ensure that personal data is securely disposed of when it is no longer needed. This will reduce the risk that it will become inaccurate, out of date or irrelevant.

The methods of disposal are to be appropriate to the nature and sensitivity of the records concerned and include:

- Non-Confidential hard-copy records: Place in waste paper bin for disposal
- Confidential hard-copy records: Shred
- Deletion of Data from the CRM
- Deletion of Data from Dot Digital
- Deletion of Files from cloud storage

The schedule contains the retention period that we have assigned to each type of record. This will be adhered to wherever possible, although it is recognised that there may be exceptional circumstances which require records to be kept for either shorter or longer periods.

Where personal data is retained beyond a specified time period, the fact and reason for retention will be recorded by the Chief Executive in our Data Record Form. Continued retention of such data will be reviewed annually by the Chief Executive.

Area	Type of Record	Where Stored	Retention Period	Reason	Responsible
Employment	Interviews records including unsuccessful candidates	Sharepoint	6 months after Interview date	Responding to queries	CEO
	Accident report forms	Sharepoint	3 years after last action	Respond to claims	CEO
	Redundancy, equal opportunities; health & welfare records	Sharepoint	6 years after last action	Respond to claims	CEO
	Emergency contacts, bank account details, proof of right to work	Sharepoint/Croner	Delete immediately after making final salary payment	GDPR - Do not hold personal data longer than necessary	CEO
	Records of formal disciplinary actions in employee file	Sharepoint	6 years after last action	Respond to claims	CEO
	Records of formal grievances in employee file	Sharepoint	6 years after last action	Respond to claims	CEO
	Parental leave	Sharepoint	5 years from birth/adoption of the child or 18 years if the child receives a disability allowance	HMRC requirement	CEO
	Personnel files and training records	Sharepoint	6 years after employment ceases	Government Recommendation	CEO
	Redundancy details, calculations of payments, refunds, notification to the Secretary of State	Sharepoint	6 years from the date of redundancy	HMRC requirement	CEO
	Senior executives' records (that is, those on a senior management team or their equivalents)	Sharepoint	Permanently for historical purposes	EWI Historical perspective	CEO
	Statutory Sick Pay records, calculations, certificates, self-certificates	Sharepoint	6 years after employment ceases	HMRC requirement	CEO
Finance and Accounting	Statutory Maternity or Paternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	Sharepoint	4 years after the end of the tax year in which the maternity period ends	HMRC requirement	CEO
	Accounting & financial management information	Sharepoint / File Store	6 years from end of the financial year	HMRC requirement	CEO
	PAYE records	Sharepoint	3 years from end of financial year	HMRC requirement	CEO
	Contracts with suppliers	Sharepoint / CEO Filing	6 years after last action	HMRC requirement	CEO
	Contracts signed as a deed	Sharepoint / CEO Filing	12 years after last action	HMRC requirement	CEO
	Guarantees and indemnities	Sharepoint	6 years after the guarantee has expired	Recommendation	CEO
	Tax returns	Sharepoint	10 years from end of the financial year	HMRC requirement	CEO
	Stock transfer forms and share certificates	Sharepoint	20 years from purchase	HMRC requirement	CEO
	Bank application forms/documentation	Sharepoint	6 years from the end of the financial year in which the account was closed	Responding to claims/queries	CEO
	Pension Records	Sharepoint	12 years after the end of an employee's pension benefit.	HMRC requirement	CEO
	Direct Debit Instructions and Collections	CRM	6 years after membership ceases	Responding to claims/queries	CEO
Intellectual Property	Copyright material	Sharepoint	50 years from expiry	Responding to claims/queries	CEO
Marketing	Mailing lists	CRM / Dot Digital	1 year after last action	Assist with audit/assessing customer engagement	CEO
	Member Contact Record	CRM	Life of company	Respond to queries about whether experts had been a member	CEO

Area	Type of Record	Where Stored	Retention Period	Reason	Responsible
Membership	Membership Subscriptions	CRM	Life of company	Record of period of membership	CEO
	Application Records	CRM	3 years after membership ceases	Retain applications for the period in which members can use the light-touch reinstatement process	CEO
	Application supporting documents: Reports / Joint Statements	CRM	Deleted following completion of the application	Do not keep reports or any other anonymised litigation documents longer than necessary.	CEO
	Application supporting documents: All other documents	CRM	3 years after membership ceases	Respond to queries about a member's credentials at the point of application.	CEO
	Membership Contact Record - Personal Data	CRM	10 years after membership ceases	Retain data to enable previous members to return to membership without having to re-provide all their details.	CEO
	Complaints against members	CRM / Sharepoint	6 years after closure of complaint	Responding to claims/queries	CEO
	Find an Expert Directory Analytics	CRM	1 year after the data was uploaded	Only keep one year's worth of data	CEO
	Interactions (eg Email/Notes)	CRM	6 years	Responding to claims/queries	CEO
	Engagement data	CRM	6 years from the end of the financial year in which the engagement occurred	Enables measurement of engagement over a 6 year period	CEO
	Mentor Relationships	CRM	1 year after relationship has concluded		CEO
	Enquiries	CRM	6 years from the end of the financial year in which the engagement occurred	Enables measurement of engagement over a 6 year period	CEO
	Helpline requests	CRM	Life of company	Provides a useful database of questions posed to the helpline and answers	CEO
	Leads	CRM	1 year after disqualification of lead	Responding to further queries	CEO
	Opportunities	CRM	1 year after opportunity closed	Responding to further queries	CEO
Membership/Policy	Member surveys	CRM/Customer Voice	2 years from the end of the financial year in which the survey was completed.	Sufficient time for survey headlines to be downloaded and kept if required.	CEO
Non-member records	Non-Member Records	CRM	6 years from the end of the financial year in which the activity occurred or they unsubscribed to a newsletter	Enables measurement of engagement over a 6 year period	CEO
Operational	Policies/Procedures	Sharepoint	6 Years	Company Law Requirements	CEO
	Organisational Complaints	Sharepoint	6 years from end of fiscal year	Responding to claims/queries	CEO
	Office (i.e. lease/deeds)	Sharepoint	7 years after property is no longer occupied 12 years if the tenancy was created by deed	Requirement	CEO
	Employers liability Insurance	Hardcopy / Sharepoint	40 years after policy has ended	Responding to claims/queries	CEO
	Office / Health Insurance	Sharepoint	6 years after the policy's expiry	Responding to claims/queries	CEO
	Memorandum of association	Sharepoint / File Store	Life of company	Company Law Requirements	CEO
	Register of directors and secretaries	Sharepoint / Companies House	Life of company	Company Law Requirements	CEO
	Board Member file	Sharepoint	Delete immediately following termination of appointment	GDPR - Do not hold personal data longer than necessary	CEO
	Employer's liability insurance certificates	Sharepoint	Life of company	No longer a legal requirement but recommended as proof.	CEO
	Membership Regulations	Sharepoint	Permanently	Company Law Requirements	CEO
	Minutes of Board Meetings	Sharepoint / File Store	Permanently	EWI Historical perspective	CEO
	Minutes of Committee Meetings	Sharepoint / File Store	Permanently	EWI Historical perspective	CEO
	Performance Management Data	CRM	Reports are retained through Board reporting. CRM data should be deleted 5 years from the end of the relevant Financial Year.	Enables tracking of performance data over a strategic period.	CEO
	Products	CRM	6 years after the financial year in which the product was discontinued	HMRC requirement	CEO
	CPD Activities - Members	CRM	Retain whilst in membership - then 6 years from the end of the financial year in which the activity occurred	Enables staff to deal with enquiries as to whether a member had completed training over 6 years ago.	CEO
	CPD Activities - Non Members	CRM	6 years from the end of the financial year in which the activity occurred	Enables measurement of engagement over a 6 year period	CEO

Area	Type of Record	Where Stored	Retention Period	Reason	Responsible
Training and Events	Event Bookings	CRM	6 years from the end of the financial year in which the activity occurred	Enables measurement of engagement over a 6 year period	CEO
	Event Dates	CRM	6 years from the end of the financial year in which the activity occurred	Tracking previous events	CEO
	Event evaluations and surveys	CRM/Customer Voice	2 years from the end of the financial year in which the survey was completed.	Enables EWI to compare and monitor satisfaction ratings	CEO