



## Retention & Archiving Policy

The IES has a responsibility to look after the personal data we collect, including information about our members, employees, event attendees and people browsing our websites. As outlined in our Data Protection Policy, personal data will only be retained for as long as is necessary and destroyed or anonymised when no longer required. Therefore, it is vital we maintain clear and specific policies and procedures in regard to the retention, archiving and destruction of personal data.

Personal data can only be retained beyond the retention period outlined in this policy with the written approval of our Data Protection Officer (DPO) in line with the General Data Protection Regulation (GDPR).

If a user is found to have breached this policy, they may be subject to our disciplinary procedure. If a criminal offence is considered to have been committed, further action may be taken to assist in the prosecution of the offender(s). If you do not understand the implications of this document and how it may apply to you, seek advice from the DPO.

### Definitions

<i>Archiving</i>	A process of moving data that is no longer actively used to a separate storage device for long-term retention.
<i>Data subject</i>	Any living person who is the subject of personal data (see below for the definition of personal data) held by an organisation. A data subject must be identifiable by name, ID, address, online identifier or other factors such as physical, physiological, genetic, mental, economic or social.
<i>Destruction</i>	The process of destroying data, either in hard copy or electronic format, so that it is completely unreadable and can no longer be accessed or used.
<i>Personal data</i>	Any information relating to a data subject.
<i>Retention</i>	The continued storage of data for compliance or operational reasons.

### Retention Policy

The DPO will determine how long data is required and define the time periods for which personal data records should be retained, deleted or archived within the Retention Schedule of this document. If a category of personal data is not specified within this policy, the retention period will be deemed to be 3 years from the date of creation or acquisition. The DPO will annually review the data we hold and update the Retention Schedule as appropriate.

### Archiving Policy

Under GDPR, we can process personal data for archiving purposes beyond the stated retention period if doing so is in the public interest, or for historical, scientific or statistical purposes. We ensure that archiving does not contravene the rights and freedoms of data subjects and that appropriate technical and organisational safeguards are in place, such as data minimisation, pseudonymisation or encryption.

### Destruction Policy

The DPO oversees and documents the destruction of personal data in accordance with the Retention Schedule. The Information Security Policy & Procedures enforce a list of approved destruction methods.

### Litigation

We may be legally required to retain personal data beyond stated retention periods to comply with ongoing investigations, litigation or other legal proceedings until any dispute is fully resolved and no longer open to appeal. If you are aware of any anticipated or existing litigation, you should notify our DPO, so they can suspend any deletion or minimisation of personal data.



## Data Stored

The IES stores the following information about its members:

Personal Details		
Names	Date of Birth	Gender
Ethnicity	Disabilities – Yes/No	Citizenship
Highest Qualification Level	Dietary Requirements	Accessibility Req. – Yes/No
Contact Details		
Postal Address(es)	Telephone Number(s)	Email Address(es)
Twitter Handle	Skype Name	
Employment Details		
Job Title	Employer Details	Career History
Professional Field(s)	Sector	Employment Status
External Membership(s)		
Membership Details		
Record of Payments	Record of Activities	Record of Event Registrations
CPD Records	Internal ID	Internal Notes
Date Qualifies for Regrade	Date of Regrade(s)	Memberships
Change Log		
Educational Details (only applicable to Students Members (SM) and those regrading from SM)		
Accredited Institute	Accredited Degree Type	Accredited Programme Title
Longitudinal Survey		



## Retention Schedule

Personal Data Record	Retention Period	Archiving Notice
<b>Membership data</b>		
<p>IES membership data and application forms for Affiliates, Associates, Full Members, Fellows and Retired Members (<i>including IAQM, CEnv, CSci, REnvP, REnvTech, and ESOS Lead Energy Assessor</i>)</p>	<p>3 years after membership lapsed</p> <p>Names of new members are published in quarterly journal as matter of public record, so these are permanent.</p> <p>If membership not taken up within 3 months of acceptance, all these data are destroyed.</p>	<p>After retention period, records are pseudonymised, and remaining fields are either minimised to retain aspects of historical or statistical importance, aggregated then deleted (particularly special category data), or deleted completely.</p>
<p>IES Student Membership Data and Application Forms</p>	<p>1 year after membership lapsed, unless the student has agreed to be contacted annually regarding our longitudinal survey (which measures the destinations of graduates from our accredited programmes). If they have agreed to be involved in this survey, we will continue to store their email address and course details for up to 10 years, unless they choose to opt out beforehand</p>	<p>After retention period, records are pseudonymised, and remaining fields are either minimised to retain aspects of historical or statistical importance, aggregated then deleted (particularly special category data), or deleted completely.</p>
<p>Mentoring Scheme – Mentor Forms</p>	<p>2 years after last consent obtained</p>	<p>N/A</p>
<p>Mentoring Scheme – Mentee Forms</p>	<p>6 months after last correspondence from Mentee</p>	<p>N/A</p>
<p>CVs for CV Clinic</p>	<p>1 year after submission date</p>	<p>N/A</p>
<p>Disciplinary Action or Complaints Against a Member</p>	<p>Retained for the duration of the sanction</p>	<p>After retention period, case details are retained but individual and company records are pseudonymised to prevent identification of the data subject</p>
<p>Letters</p>	<p>Up to 6 months, with exception of letters of historic significance.</p>	<p>Letters of historical significance are archived in accordance with the archiving policy</p>



Event data		
Physical Booking Forms – Delegates	2 years after event  For conferences, the names of attendees are published in delegate pack, so these details will be permanent	Names stored as public record
Physical Booking Forms – Exhibitors	2 years after event  For conferences, the names of exhibiting attendees and organisations are published in the delegate pack and on our websites, so these details will be permanent	Names stored as public record
Physical Contact Lists	2 years after last consent	N/A
Speaker Information	For conferences, the names, pictures, biographies and talk summaries of speakers are usually published in the delegate pack and on our websites, so these details will be permanent	Names, pictures, biographies and talk summaries stored as public record
Delegate Information Stored on our Database (Online Bookings)	For members, these data are retained in line with the retention period for IES membership data  For non-members, these data are retained for 2 years after event	N/A

IT records		
Recycle Bin	End of month	N/A
Downloads	End of month	N/A
Inbox	5 years after year end for emails with attachments containing personal information, subject to exemptions: <ul style="list-style-type: none"> <li>Any email sent to the generic <a href="mailto:info@the-ies.org">info@the-ies.org</a>, which are deleted 3 years after year end</li> <li>Emails containing event booking forms, which are deleted 2 years after year end</li> </ul>	Inboxes may be archived and encrypted upon termination of an IES employee's contract where it is suspected that vital information may be stored and access may be required sometime in the future
Deleted Emails Folder	30 days	N/A
Spam Emails Folder	30 days	N/A



Google Drives	Reviewed quarterly, but documents containing personal information deleted in line with Inbox retention	Documents containing personal information may be archived on an ad-hoc basis in line with our Archiving Policy
Local Drives	Reviewed quarterly, but documents containing personal information deleted in line with Inbox retention	Documents containing personal information may be archived on an ad-hoc basis in line with our Archiving Policy
Shared Networks	Reviewed annually, but documents containing personal information not referenced elsewhere deleted 3 years after year end	Documents containing personal information may be archived on an ad-hoc basis in line with our Archiving Policy
Operating System and Application Logs	2 years from end of year of event	N/A
Surveys	3 years after the year end of the survey	After retention period, records are pseudonymised, and remaining fields are either minimised to retain aspects of historical or statistical importance, aggregated then deleted (particularly special category data), or deleted completely

<b>Financial Records</b>		
Payroll Records	7 years from end of fiscal year	N/A
Chart of Accounts	Permanent	N/A
Financial Procedures	Permanent	N/A
Permanent Audits	Permanent	N/A
Financial Statements	Permanent	N/A
Membership Payments (name, amount, date, type and cheque number)	7 years from end of fiscal year	N/A
Invoices	7 years from end of fiscal year	N/A
Bills and Expenses	7 years from end of fiscal year, unless it is a fixed asset which has a longer expected lifetime	N/A
Bills for Fixed Assets with 7+ Year Lifetime	Until end of fiscal year for the expected lifetime period	N/A
Credit Card Purchases and Donations	7 years from end of fiscal year	N/A



Card Payment Details (account name, encrypted PAN, expiry date, bank name and card type)	1 year and 10 days	N/A
Gift Aid Declaration	6 years after your most recent donation	
<b>Business Records</b>		
Board Meeting Minutes	Permanent	
Annual Report	Permanent	
Signed Contracts	Permanent	
Complaints	Permanent	

<b>HR Records</b>		
Employee Name, Roles and Dates of Contracts	Permanent	Names and posts stored as internal record
Employee Personal Details including Contact Details, National Insurance Number, Bank Details, Date of Birth and Gender	Duration of employment	N/A
Annual Leave Records	To the end of the fiscal year after the end of their employment	N/A
Job History including Contracts, Pay and Pension History, Pension Estimates, Resignation Letters	As per legal requirement	N/A
Health and Safety Records	As per legal requirement	N/A
Statutory Records including Parental Leave, Redundancy, Payment Calculations	As per legal requirement	N/A



Disciplinary Records, Appeals or Other Legal Proceedings	As per legal requirement	N/A
Contractor Records	Duration of contract	Names and posts stored as internal record
Trustee, President, Vice President and Committee Member Details	Names and posts are permanently retained; other details are removed on resignation, or retained in line with our normal membership retention policies (if a member)	Names and posts stored as public record
Trustee and Committee Member Applications	Up to the end of their appointment	N/A
AGM Proxy Votes	1 year after AGM took place	N/A
Recruitment Records – CVs and Cover Letters	Removed up to 3 months after interviews take place	N/A
Equal Opportunities Monitoring Forms	Stored as anonymous, aggregated dataset indefinitely; email evidence destroyed immediately; forms destroyed up to 1 month after interviews take place	Statistical data stored indefinitely

<b>CHES Records</b>		
Accreditation Contact Details	Up to 3 years after university no longer has accredited courses or previously if requested	N/A
Newsletter Contact Details	Up to 3 years after university no longer has accredited courses or previously if requested	N/A
External Examiner Details	2 years after last consent	N/A

<b>Publications</b>		
Journal Author Details	Permanent	Public record
Online Content Author Details	Permanent	Public
Journal Mailing List	Quarterly	N/A
Newsletter Mailing List	Quarterly	N/A
Member Profiles	2 years after lapsed membership	N/A