

British Dental Association Benevolent Fund



Data retention policy

The BDA Benevolent Fund keeps an electronic and paper record of any applicant who requests support from the charity.

New data protection regulations- General Data Protection Regulation (GDPR) coming into force in May 2018, heightens the protection given to for individuals and their 'personal data.' This now includes the 'right to be forgotten'. There is currently no legal requirement as to how long it is necessary for an organisation to retain beneficiary records and it is not outlined in GDPR about what constitutes 'long as necessary'. Therefore, a decision needed to be made about what data we keep and why, and for how long.

New applications/ beneficiary files

The BDA Benevolent Fund have agreed to retain copies of beneficiary files (i.e. application forms and associated paperwork and correspondence) for six years following the last date of communication. This is in line with financial regulations and on the assumption that as the decisions made are of a financial nature i.e. grants or loans given out (and loans repaid).

Queries/ unsuccessful applications

It is recommended that queries or applications where no grant is made, then it would be reasonable for the charity to keep the files for six months following the last date of communication. This is the same timescale as for interview/ recruitment paperwork. In this situation, there is no financial implication on the BDA Benevolent Fund i.e. it would not appear in the accounts, and it would not be reasonable to hold the data for longer than is relevant to the situation. Should an individual wish to reapply, we currently suggest that have to (re-)submit an application plus bank statements if it has been over three months since we last heard from them.

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