

HOME Data Retention Schedule

| Description | Retention Period | Action (Review/Archive/Destroy) |
|--|---|---------------------------------|
| Marketing and Communications | | |
| Complaints from the public | Last action on complaint + 1 year | Destroy |
| Media and press contacts | Last contact + 2 years | Destroy |
| Reciprocal contacts | Last contact + 2 years | Review |
| Suppliers or artists creating content | Last contact + 2 years | Review |
| Visitor surveys for HOME or third parties | Completion of survey + 2 years | Destroy |
| Press releases | Date of issue + 3 years | Archive |
| Box Office and Events | | |
| Attendance at invited events | Last contact + 2 years | Destroy |
| Ticket/gift vouchers/membership purchases | Date of last booking/purchase + 4 years | Destroy |
| Subscription list for HOME newsletters | Sign up date + 2 years | Review |
| Development | | |
| Information about donors to the organisation | Duration of relationship + 6 years | Review |
| Records of donations to the organisation | CAY + 6 years | Review |
| Corporate sponsorship | Termination of sponsor relationship + 6 years | Archive |
| General donating inquiries | Last action on inquiry + 1 year | Destroy |
| HR | | |
| Core staff records | Financial year of termination of contract + 6 years | Archive |
| Unsuccessful applications | Completion of process + 6 months | Destroy |
| Suppliers and freelancers | Last contact + 2 years | Review |
| Finance | | |
| Employee New Starter Form | End of accounting period + 6 years | Destroy |
| Payroll Records | End of accounting period + 6 years | Destroy |
| Freelance New Starter Form | End of accounting period + 6 years | Destroy |
| Artistic Teams | | |
| Freelancers, actors and creatives | Last contact + 2 years | Review |
| Engagement and Talent Development | | |
| Engagement participant details | Date of last workshop undertaken + 2 years | Destroy |
| Unsuccessful applications | Application deadline + 2 years | Destroy |
| Suppliers and freelancers | Last contact + 2 years | Review |
| Talent development participants | End of relationship + 4 years | Review |