

2. Data Deletion Procedure

Data is deleted in accordance with the following guidelines:

- 2.1 On notification of death of a member or volunteer, when a member leaves the Trust (by notification or by lapsing), when a volunteer leaves the Trust (by notification or by lapsing) their data record is altered to remove their contact details.
- 2.2 Subscribers to marketing lists will be dealt with as in the section below on Direct Marketing.
- 2.3 Names and contacts details of trip boat passengers and day visitors to Crofton Beam Engines will be deleted within three months of the boat trip or site visit.
- 2.4 Names and contact details of Bruce boat hirers will be retained for a period of at least seven years from the end of their hire period in order to meet any legal needs following and as a result of their hire.

Authorised *David J. Evans* Data Protection Officer Date *12-6-18*