

<u>Department</u>	<u>Data Description</u>	<u>Data Location</u>	<u>Reasons for Storage/ Processing</u>	<u>Retention Period</u>
Partnerships	Donor/supporter data including name, addresses, email address, phone number, engagement info., bank details	Faith database, spreadsheets (Sharepoint), Campaign Monitor, Sage Pay, Eventbrite, donor forms	Donor support, fundraising, news updates	Until consent withdrawn
Rescue/Advocacy	Client details: Name, address, phone number, email address, DoB, passport/ID no., health details, marital status, nationality, criminal record, photo, gender/sexuality, story	Wynyard holds initial case information. Advocacy system holds detailed case info (Sharepoint)	Rescue of clients. Advocating on behalf of clients, including liaising with other agencies. Raising awareness of modern slavery issues.	Wynyard: until case transferred to advocacy or National Referral Mechanism. Advocacy: Three years after end of dealings with client unless client withdraws consent to process. Data may be retained to support legal actions/Police prosecutions.
Employees/Volunteers	Name, address, email address, phone number, payroll data, pensions data, employment history/CV, work performance and disciplinary record	Spreadsheets (Sharepoint), employee files, sage payroll	Employment/Volunteering opportunities	Employees: six tax years after employment ends. Volunteers: One year after volunteering opportunity finishes