EVANGELICAL ACTION BRAZIL

DATA RETENTION POLICY

The following data will be kept by Evangelical Action Brazil in a secure way, and will be destroyed or kept indefinitely as detailed below:-

Type of Data held	**How many years retained**	**Action after retention period**
Supporter & Contact details	Indefinitely or until consent withdrawn/or death	destroyed
Annual Report & Accounts	Indefinitely	Kept indefinitely
Bank statements	6 full years plus current	destroyed
Gift aid records	6 full years plus current	destroyed
Action Child contact details	Indefinitely or until consent withdrawn/or death	destroyed
Photos	Indefinitely or until consent withdrawn	destroyed