

# GiveWell UK Data Retention and Destruction Policy

## Objective

GiveWell UK strives to manage data in a balanced manner that both preserves all information necessary for effective and ethical business operations and minimizes the preservation of personal data to the extent possible consistent with our legal and business obligations. This policy establishes rules for retaining and destroying data that we control.

## Terms

### Record retention

Records will be maintained for the periods sufficient to satisfy legal, financial, or other operational requirements as may be determined. GiveWell UK's records are retained, in either electronic or paper format, according to the schedule below, in compliance with government, legal, and funder requirements amongst others. In certain cases, records are retained in compliance with (longer) United States standards to facilitate collaboration with GiveWell in the U.S. When there is a conflict between record retention requirements, the longer retention period prevails. Certain important records, as determined by the Trustees, will be retained permanently, even if their retention is not required by law.

Type of Document	How Long to Retain (Electronic Format)
<b>Accounting</b>	
Accounts payable ledgers	7 years
Accounts receivable ledgers	7 years
Annual reports	7 years
Annuity gift agreements	Indefinitely
Audited financial statements	Indefinitely
Bank deposit records	7 years
Bank reconciliations	7 years
Bank statements	7 years
Canceled checks (ordinary)	7 years

Canceled checks (taxes, property and important payments)	7 years
Contributions/donations/grants (unrestricted)	Indefinitely
Contributions/donations/grants (temporarily restricted)	Indefinitely
Contributions/donations/grants (perm. restricted/endowment)	Indefinitely
Expense analyses/distribution schedules	7 years
Fixed asset records, appraisals, depreciation schedules	7 years
Gift Aid donation records	Indefinitely
Internal audit reports	Indefinitely
Invoices (to customers/from vendors)	7 years
Life income agreements (e.g. charitable annuities)	Indefinitely
Physical inventory records	7 years
Purchase orders	7 years
Requisitions	7 years
Shipping and receiving reports	7 years
Subsidiary ledgers	7 years
Tax returns and worksheets	Indefinitely
Vouchers for payment to vendors, employees, and others	7 years
Withholding tax statements	7 years
<b>Corporate</b>	
Charters, constitutions, bylaws	Indefinitely
Contracts, mortgages, notes and leases (expired)	Indefinitely
Contracts still in effect	Indefinitely

Deeds, mortgages, bills of sale	Indefinitely
Incorporation records, charitable registration determination	Indefinitely
Loan documents, notes	7 years after payment is completed
Licenses	Indefinitely
Minutes from board meetings	Indefinitely
Patents and related papers	Indefinitely
Trademark registrations and copyrights	Indefinitely
<b>Personal (Donors and other stakeholders)</b>	
Contact information (e.g. phone, email, address)	As long as required or allowed by applicable law
Correspondence between you and GiveWell UK	As long as required or allowed by applicable law
Demographic information (e.g. gender or age)	As long as required or allowed by applicable law
Device details (such as IP address, web browser user-agent information)	As long as required or allowed by applicable law
Donation history	As long as required or allowed by applicable law
Personal interest and affiliation information	As long as required or allowed by applicable law
<b>Personnel</b>	
Employment applications (not hired)	6 years or as long as required by applicable law
Garnishments	6 years or as long as required by applicable law
I-9's (after termination)	3 years from date of hire; 1 year from end of employment, whichever is later
Payroll records and summaries	Indefinitely
Personnel files (after termination)	6 years or as long as required by applicable law

Retirement and pension records	6 years or as long as required by applicable law
Time sheets	6 years or as long as required by applicable law
<b>Insurance</b>	
Accident reports and claims	3 years from settlement of claim
Employment Liability Insurance	40 years
Fire inspection reports	25 years
Group disability reports	25 years
Insurance records (expired contracts)	25 years
OSHA logs	25 years
Worker's compensation documentation	25 years
<b>Other documents</b>	
Other documents as required by law	Indefinitely or until legal necessity has been exhausted

## Record destruction

Once the retention period has expired, GiveWell UK may destroy the records in a manner that preserves the confidentiality of its contents. Record destruction is performed under the direction of authorized agents who are responsible for maintaining all Certificates of Destruction.

Upon receipt of any legal notice, GiveWell UK will cease all relevant record destruction until the end of the investigation, if any.

## Review of policy

Record retention requirements are reviewed annually with the Board and independent auditors to determine any necessary changes.

## Effective Date

8 February 2022

## Additional Resources

More information on personal information we collect and how we process it is available in our [Privacy Notice](#).

## Point of Contact

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