



RECORD RETENTION AND DISPOSAL POLICY

Record Type	Description	Retention Period	Disposal Action
MEMBERSHIP APPLICATIONS			
Membership Applications (leading to successfully becoming a member)	Application evidence including name, qualification certificates, contact details, DOB and marriage certificate (if name change)	Permanent	Archive
Membership Applications (not leading to becoming a member as the applicant did not complete the process)	Application evidence including name, qualification certificates, contact details, DOB and marriage certificate (if name change)	3 years from the date of application received	Destroy
Membership Applications (not leading to becoming a member as the applicant was refused)	Application evidence including name, qualification certificates, contact details, DOB and marriage certificate (if name change)	10 years from the date of application received	Destroy
TEACHER APPLICATIONS			
Teacher Applications (leading to successfully becoming an IFA tutor)	Application evidence including name, qualification certificates, CV, contact details and DOB.	Permanent	Archive
Teacher Applications (not leading to becoming an IFA tutor as the applicant did not complete the process)	Application evidence including name, qualification certificates, CV, contact details and DOB.	3 years from the date of application received	Destroy
Teacher Applications (not leading to becoming an IFA tutor as the applicant was refused)	Application evidence including name, qualification certificates, CV, contact details and DOB	10 years from the date of application received	Destroy
<i>NB. Course notes submitted by teachers do not hold personal information but will be destroyed within the same timescale as their application.</i>			



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CENTRE APPLICATIONS			
Centre Applications (leading to successfully becoming a Centre)	Application evidence including name, qualification certificates of staff, contact details of the owner, conflict of interests.	Permanent	Archive
Centre Applications (not leading to becoming an IFA Centre as the applicant did not complete the process)	Application evidence including name, qualification certificates of staff, contact details of the owner, conflict of interests.	3 years from the date of application received	Destroy
Centre Applications (not leading to becoming an IFA Centre as the applicant was refused)	Application evidence including name, qualification certificates of staff, contact details of the owner, conflict of interests.	10 years from the date of application received	Destroy
LEARNER/STUDENT REGISTRANTS			
Learners enrolled on an IFA Qualification(s)	Name, prerequisite qualification certificates (if necessary), details of any disability (to apply reasonable adjustment during assessment), photo ID, contact details, examination results and DOB.	Permanent	Archive
Examination Papers	Assessment/examination results Passed examination papers and examiners reports Failed examination papers	Permanent 3 years from the date of exam 5 years from the date of exam	Archive Destroy Destroy
EXAMINER APPLICATIONS			
Examiner Applications (leading to successfully becoming an IFA Quality Assurance Assessor)	Application evidence including name, qualification certificates, CV contact details, assessment papers, passport where necessary, conflict of	Permanent	Archive



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	interests.		
Examiner Applications (not leading to becoming an IFA Quality Assurance Assessor as the applicant did not complete the process)	Application evidence including name, qualification certificates, CV contact details, conflict of interests.	3 years from the date of application received	Destroy
Examiner Applications (not leading to becoming an IFA Quality Assurance Assessor as the applicant was refused)	Application evidence including name, qualification certificates, CV contact details, assessment papers, conflict of interests.	10 years from the date of application received	Destroy
SPECIALIST ADVISOR APPLICATIONS			
Specialist Advisor Applications (leading to successfully becoming an IFA Specialist Advisor)	Application evidence including name, qualification certificates, CV contact details, references assessment papers, conflicts of interests	Permanent	Archive
Specialist Advisor Applications (not leading to becoming an IFA Specialist Advisor as the applicant was refused)	Application evidence including name, qualification certificates, CV contact details, references assessment papers.	5 years from the date of application received	Destroy
REGIONAL REPRESENTATIVE APPLICATIONS			
Regional Representative Applications (leading to successfully becoming an IFA Regional Representative)	Application evidence including name, contact details, annual conflicts of interests	Permanent	Archive
Regional Representative Applications (not leading to becoming an IFA Regional Representative)	Application evidence including name, contact details, conflicts of interests	10 years from the date of application received	Destroy
SPEAKER APPLICATIONS			



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Speaker Applications (leading to talking at an IFA event or refused)	Application evidence including name, qualification certificates, CV contact details.	3 years from the date of application received	Destroy
<i>NB. Applications for Specialist Advisor, Regional Representative and Speaker positions that are not completed in full will be rejected and deleted.</i>			
GENERAL			
Enquiries, consultations (that do not apply to any of the above)	Emails	3 years from the date of receipt	Destroy
Surveys and feedback forms	Collected data and anonymised statistical data	Permanent	Archive
Submissions for inclusion in the Aromatherapy Times Magazine/blog	Articles including authors' name and contact details printed in Magazine	Permanent	Archive
Submissions of Research Papers	Papers including name and contact details, collected data and anonymised statistical data	Permanent	Archive
COMPLAINTS AGAINST MEMBERS/TEACHERS/CENTRES (REGISTRANTS)			
Invalid and informal complaints	Emails	3 years from the date received	Destroy
Valid complaints and outcome of Sanctions/Disciplinary procedures	All information relating to the Investigation and outcome of all complaints/Malpractice and Maladministration and/or disciplinary procedure	Permanent	Archive
REMOVAL OR WITHDRAWAL OF APPROVAL FROM REGISTER			
Failure to meet criteria (but would not be considered a sanction e.g. no insurance)	All correspondence relating to the IFA's decision not to renew or remove approval from a registrant	Permanent	Archive



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INFORMATION ACCESS REQUESTS			
Subject access requests and disclosure	Subject access requests for a data subject	2 years from the date received	Destroy
GOVERNANCE			
Board Member Applications (leading to becoming an IFA trustee)	Application evidence including name, contact details, nationality, DOB, declaration of interest, trustee declaration, profile, references	Permanent	Archive
Unsuccessful or refused Board Member Applications	Application evidence including name, contact details, nationality, DOB, declaration of interest, profile, references	5 years from the date of application received	Destroy
Council agendas, papers and minutes	Provides an audit trail of corporate decisions and statutory compliance.	Permanent	Archive
Business Plans and annual reports	Provides an audit trail of corporate decisions and statutory compliance.	Permanent	Archive
Complaints about the IFA	Complaints about board members and committee members	Permanent	Archive
Policies and Procedures	Operational and organisational policies and manuals	Permanent (even when superseded)	Archive
HUMAN RESOURCES			
Successful Job Applicants	Applications including name, contact details, CV, assessment papers, role and score for candidates.	6 years from the end of employment	Destroy



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Unsuccessful Job Applications	Applications including name, contact details, CV, assessment papers, role and score for candidates.	1 year	Destroy
Personnel Files	Contract of employment, payroll history, record of pay, overtime, enhancements, holiday, leave, letters from doctors for sickness, accident reports, pensions.	6 years from the end of employment	Destroy
Termination of Employment	Letters relating to resignation/termination or retirement	Permanent	Archive
Conflicts of Interest	Declaration form and register	Register kept Permanently Declaration form 1 year after end of contract	Archive /Destroy
FINANCE			
Bank Account Records	Monthly statements, billing or banking statements	Current year plus 6 years	Destroy
Board Member, staff members and Examiner expenses	Expenses Claim forms	Current year plus 6 years	Destroy
Invoices	Invoices, credit notes	Current year plus 6 years	Destroy
Asset Registers maintained by external accountants		Current year plus 6 years after asset is disposed of	Destroy
Employee pay history		Current year plus 6 years	Destroy
Budget and annual reports		Permanent	Archive



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Financial Statements	For inclusion in annual reports	Permanent	Archive
Successful Tenders	Information provided or requested as part of the tender process	Current year plus 6 years	Destroy
Unsuccessful Tenders	Information provided or requested as part of the tender process	Current year plus 1 year	Destroy
Contracts	Signed contracts and direct debits	Current year plus 6 years	Destroy
OFFICE HEALTH & SAFETY			
Accident and incident reports	Registered in accident and incident book	Current year plus 6 years	Destroy
Emergency procedures	Evacuation Procedures	When superseded	Destroy

Effective as of May 2018