



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 | | | |
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| 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 | | | |
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| 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 |



RECORD RETENTION AND DISPOSAL POLICY

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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 |

We are currently working to align our data retention with this Data Retention and Disposal Policy, which means there may be cases where information is held longer than stated until this is completed.