



## RECORD RETENTION AND DISPOSAL POLICY

| Record Type  | Description   | Retention Period                               | Disposal Action |
|--|---|--|-----------------|
| <b>MEMBERSHIP APPLICATIONS</b>   |   |  |                 |
| Membership Applications (leading to successfully becoming a member)  | Application evidence including name, qualification certificates, contact details, DOB and marriage certificate (if name change) | 6 years  | 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) | 3 years from the date of application received  | Destroy         |
| <b>TEACHER APPLICATIONS</b>  |   |  |                 |
| 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.  | 6 years   | 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<br>Passed examination papers and examiners reports<br>Failed examination papers  | Permanent<br>3 years from the date of exam<br>5 years from the date of exam | Archive<br>Destroy<br>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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|   |   |  |         |
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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 |
| <b>SPECIALIST ADVISOR APPLICATIONS</b>  |   |  |         |
| 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 | 6 years  | 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 |
| <b>REGIONAL REPRESENTATIVE APPLICATIONS</b>   |   |  |         |
| 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 |
| <b>SPEAKER APPLICATIONS</b>   |   |  |         |



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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> |   |   |         |
| <b>GENERAL</b>   |   |   |         |
| 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 |
| <b>COMPLAINTS AGAINST MEMBERS/TEACHERS/CENTRES (REGISTRANTS)</b>   |   |   |         |
| 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 |
| <b>REMOVAL OR WITHDRAWAL OF APPROVAL FROM REGISTER</b>   |   |   |         |
| 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<br>Declaration form 1 year after end of contract | Archive /Destroy |
| <b>FINANCE</b>                                     |  |  |                  |
| 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 |
| <b>OFFICE HEALTH &amp; SAFETY</b> |   |                           |         |
| 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**