

## Waterwatch UK Data Retention Policy

### 1. Purpose

Waterwatch UK is committed to protecting the personal data of individuals who interact with our website. This Data Retention Policy outlines how long we store personal data and the criteria for its deletion, ensuring compliance with UK data protection laws, including the UK GDPR and the Data Protection Act 2018.

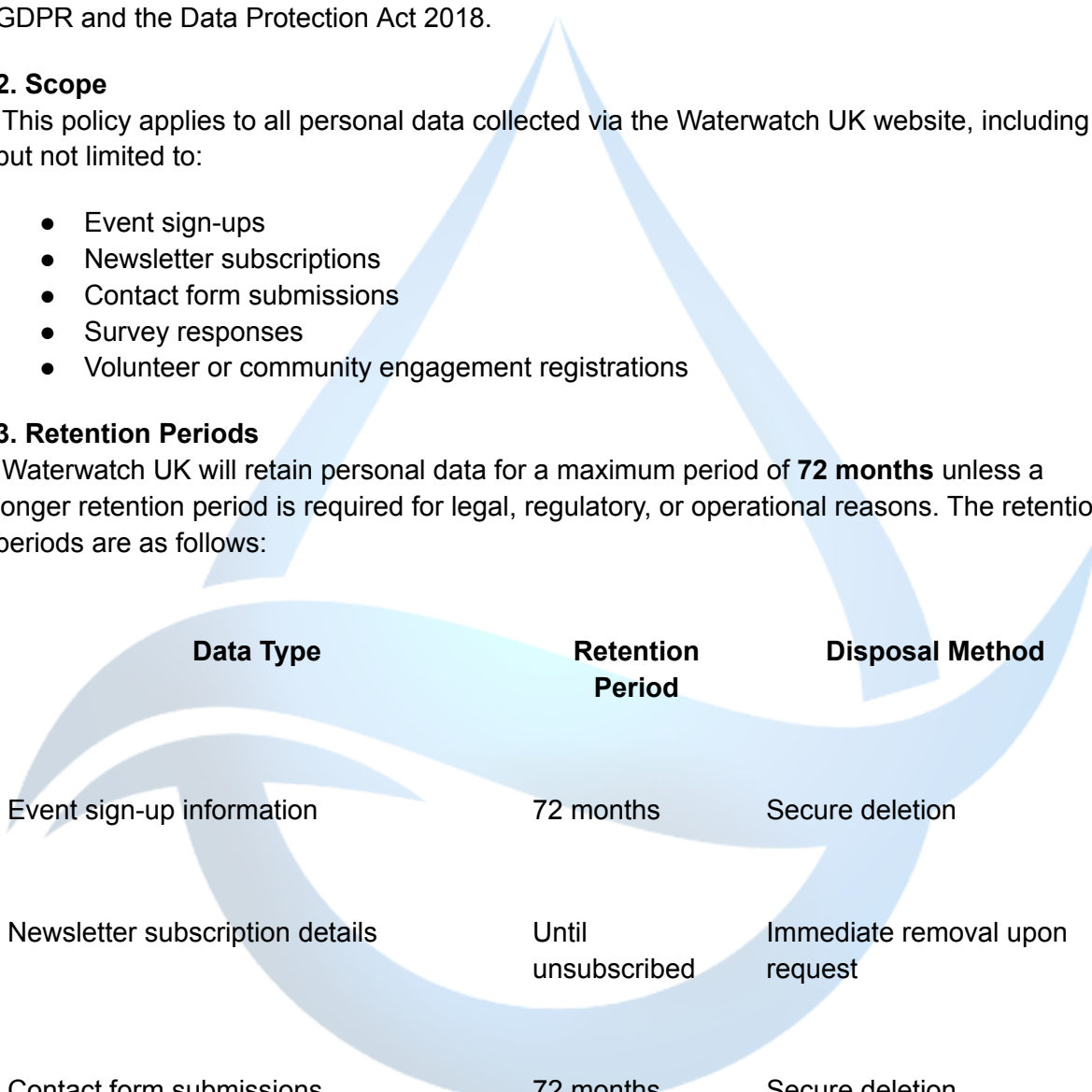
### 2. Scope

This policy applies to all personal data collected via the Waterwatch UK website, including but not limited to:

- Event sign-ups
- Newsletter subscriptions
- Contact form submissions
- Survey responses
- Volunteer or community engagement registrations

### 3. Retention Periods

Waterwatch UK will retain personal data for a maximum period of **72 months** unless a longer retention period is required for legal, regulatory, or operational reasons. The retention periods are as follows:



Data Type	Retention Period	Disposal Method
Event sign-up information	72 months	Secure deletion
Newsletter subscription details	Until unsubscribed	Immediate removal upon request
Contact form submissions	72 months	Secure deletion
Survey responses	72 months	Secure deletion
Volunteer/community engagement registrations	72 months	Secure deletion

#### **4. Data Disposal**

At the end of the retention period, personal data will be securely deleted from all digital storage systems. Any physical copies, if applicable, will be securely shredded.

#### **5. Data Subject Rights**

Individuals have the right to request access to, correction of, or deletion of their personal data at any time. Requests can be made by contacting **info@waterwatchuk.org**.

#### **6. Legal and Compliance Considerations**

In cases where legal, regulatory, or audit obligations require extended retention, Waterwatch UK will store personal data securely beyond the 24-month period and delete it as soon as it is no longer necessary.

#### **7. Registration with ICO**

Waterwatch UK is registered with the Information Commissioner's Office (ICO) to ensure compliance with data protection regulations.

#### **8. Review and Updates**

This policy will be reviewed annually to ensure compliance with relevant regulations and best practices.

**Last Updated:** February 2025