

## Liquorice Park Millennium Green Trust

### Data Processing Schedule

This schedule lists the type of data which the Liquorice Park Millennium Green Park Trust (the **Trust**) anticipates it may collect in the course of its activities and how such data will be processed. This Schedule should be read alongside the Trust's Data Protection Policy and Privacy Policy.

<b>Data Type</b>	<b>Processing Basis</b>	<b>Maximum Processing Period</b>	<b>Action on Completion of Processing</b>
Volunteer Personal Details: Name, Address, Telephone Number, Email Address	Volunteer Coordination	Three years from last inbound contact or end of role duration	Delete/ destroy
As above but for Donors (in addition include donor amount etc), Suppliers, Stakeholders etc			
Email list subscribers: Name, Postcode, Email address	Communication with visitors and supporters who have subscribed.	Two years from last email opening	Remove from electronic subscriber list

Reviewed Nov 22 PRC