



Supporting the hair, beauty
and barbering industries

DATA RETENTION POLICY

This policy sets out what information the National Hair & Beauty Federation holds, how long we hold it for and when it will be deleted.

It also covers the procedure to follow regarding data requests.

- Information held by us
- How long is personal data held for?
- Where is personal data held?
- How is personal data deleted?
- Access to personal information, correction and deletion
- Data breaches

Information held by us

We hold personal information about:

- Members
- Non-members eg potential members, lapsed members, attendees at events, competitors, survey respondents
- Employees
- Job applicants
- Consumers using Alternative Dispute Resolution (Hair & Beauty Mediation)

We also hold information about any financial transactions relating to these eg membership subscriptions, product orders, event bookings, payroll information.

How long is personal data held for?

We aim not to hold personal data longer than necessary.

Unless requested by an individual, the following types of data will be held for the periods shown below, after which it will be securely deleted or destroyed:

Type of information	Retention period
Membership records	2 years from the end of the month membership expires
Invoices and supplier details	6 years
Non-members	Until you opt out of communications
Employee records, contracts of employment, changes to terms and conditions, annual leave, training records	While employment continues and up to 6 years after employment ends
Payroll and wage records including PAYE, income tax, national insurance, sick pay, redundancy payments	6 years from the financial year-end in which payments were made
Maternity records	3 years after the end of the tax year in which the maternity pay period ends
Job applications (unsuccessful)	1 month after notifying unsuccessful candidates

Alternative Dispute Resolution records (Hair & Beauty Mediation)	6 years from resolution
Emails	Two years from the end of the month in which they were received or sent from NHBF accounts. Emails to and from ex-employees or contractors will be deleted within 2 weeks of them leaving.
Images	5 years. Consent forms will be retained while the image is used in any NHBF/NBF promotional materials.

Where is personal data held?

Personal data about members and non-members such as potential members, lapsed members, event attendees, competitors and consumers using Alternative Dispute Resolution (Hair & Beauty Mediation) are held on the NHBF's secure database which is backed up every day. Financial transactions are securely held on financial processing software, also backed up every day.

Employee data is held in secure files electronically which can be accessed only by the Chief Executive, Director of Finance and the Finance Assistant. Paper records are held in a locked cabinet or in secure archive storage.

How is personal data deleted?

Personal data is permanently deleted in accordance with the retention periods listed above from:

- The membership database
- Electronic files
- Emails

Paper records are securely shredded.

Access to personal information, correction and deletion

See our [privacy notice](#).

All requests for access to personal information will be handled by the Director of Membership, or the Director of Finance in her absence.

Responses to requests will be made within 30 days.

All information relating to that individual will be compiled into a report and collected from:

- Membership database
- Financial transactions
- Emails
- Other electronic records
- Paper records (where applicable)

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