



# DATA RETENTION REGULATION

18/07/2025

Ref no: DP007

## Document owner and approver(s)

<b>Owner</b>	The International Institute for Justice and the Rule of Law (IIJ)
<b>Approver(s)</b>	Mr. Steven Hill (Data Controller) Mr. Reinhard Uhrig (Acting Data Controller)

## SCOPE

1. This Regulation is aimed at regulating the retention and disposal of personal data across different mediums within the IIJ, as provided for in the IIJ's Privacy Regulations, and in accordance with the principles of data protection legislation, and other legal provisions in Maltese Law.

## BACKGROUND

2. The GDPR puts forward the principle that personal data and sensitive personal data should not be retained for periods that are longer than necessary. In this context, the IIJ presents a retention regulation for all data and documentation that it collects and processes, with the purpose of ensuring compliance to the GDPR and to ensure that no resources are utilised in the processing and archiving of data which is no longer of relevance.

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## OBJECTIVES

3. This Regulation aims to achieve the following objectives:
- a. Regulate the retention of and disposal of the various types of documentation whether held in manual or automated filing systems within the IIJ, while adhering to the Data Protection principle that personal data should not be retained for a longer period than necessary.
  - b. Dispose of unnecessary documentation that is no longer relevant.
  - c. Ensure that data is kept up to date by avoiding processing for no longer than necessary and storage across different systems.
  - d. Ensure that legal obligations to retain data for certain specific periods of time are adhered to.

## ADMINISTRATION

4. Documentation is held and recorded by units of the IIJ, as applicable and necessary, and this Regulation is therefore applicable to all such units. It will be the responsibility of the IIJ and the Executive Secretary as its Data Controller, and any director nominated by the Data Controller to act in such a capacity, to ensure that all provisions of this Regulation are adhered to.

## DATA HELD WITHIN THE IIJ

5. As part of its operating requirements the IIJ, requests, keeps and maintains a wide range of records which include personal data. The various types of records kept by the IIJ may be categorised as follows:
- a. Personal Data of IIJ participants.
  - b. Personal Data of IIJ employees (and potential employees);

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Data is concurrently stored on both the IIJ shared drive and the CRM system. However, data retained within the CRM is subject to an automatic deletion regulation after a period of five (5) years, whereas data stored on the IIJ shared drive requires manual deletion by an authorized individual. For reference, the retention period commences from the date the participant last attended an IIJ event. For example, if the participant last attended an event on **15 March 2021**, their data in the CRM system will be automatically deleted on **15 March 2026**, unless otherwise required for legal or operational purposes.

#### SECURITY OF RECORDS AND PERSONAL DATA

6. Personal data is maintained in a secure system with access provided to officials who have the clearance level to access the relevant data.
7. Only those required to process personal data should have access to personal records.
8. Personnel who are found to be in breach of these security protocols, and thus in breach of the GDPR, will be subject to disciplinary action.

#### MANUAL VS ELECTRONIC RECORDS

9. The same retention period will apply for both electronic and manual data.

#### EXCEPTIONS

10. The IIJ may be required to retain personal data for longer periods of time than those stipulated in this Regulation in the event that such retention of data is required to establish or defend legal claims or to comply with a legal obligation.

#### RETENTION PERIOD

11. Retention of different categories of records and personal data is governed by different requirements and different legislation and regulations.

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The following schedule outlines the retention requirements for the various categories of records containing personal data within the IJJ.

#### 11.1. Employee Personal Data

Category	Record Type	Responsible Unit	Retention Period
Personal Information	Employee Data Sheet	HR	Five (5) years after termination of employment
	Personal Security Profile	HR & Admin	Five (5) years after termination of employment
	Training Courses Provided	HR & Admin	Five (5) years after termination of employment
	IJJ Email Address & Google Drive	HR & Admin	Two (2) months after termination of employment [unless otherwise instructed by the Data Controller]
	Insurance Records	Finance	Ten (10) years from date of invoice

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Attendance and Absence	Attendance Records	HR	Five (5) years after termination of employment
	Vacation Leave Applications	HR	Five (5) years after termination of employment
	Yearly Leave Balances	HR	Five (5) years after termination of employment
Disciplinary Records	Admonishments	HR	One (1) year during employment. If repeated, retained permanently during employment
	Disciplinary Charges	HR	One (5) years after termination of employment
Medical Records	Sick Leave Certificates	HR	Five (5) years after termination of employment
	Sick Leave Records	HR	Five (5) years after termination of employment

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	Medical History	HR	Five (5) years after termination of employment
	Medical Risk Assessments/Reports	HR & Admin	Five (5) years after termination of employment
Recruitment	Applications, CVs, Certificates	HR + Panel Members	One (1) year after review
Payroll	Financial Records	Finance	Ten (10) years after termination of employment

## 11.2. Participants' Personal Data

Record Type	Responsible Unit	Retention Period and Measures
Registration Form	CT-Phare, Programmatic & Academic Units	Three (3) months on Google Drive, five (5) years on CRM
Visa Support Documents	CT-Phare, Programmatic & Academic Units	Three (3) months after the event
Flight & Hotel Arrangements	CT-Phare, Programmatic & Academic Units	Five (5) years due to the MoU between IIJ and the EU

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Attendance Records	CT-Phare, Programmatic & Academic Units	Five (5) years due to the MoU between IIJ and the EU
Per Diem Data	Finance	Ten (10) years
Participants' Images	Communications	Participants' images will be retained for the purpose of safeguarding institutional memory and preserving records of IIJ events. Images will be securely stored on the IIJ's Customer Relationship Management (CRM) system and will be transferred to the National Archives for long-term safekeeping, where applicable. All stored images will be encrypted, and access will be protected by password authentication to ensure data confidentiality and prevent unauthorised access.
Passports (Event Management)	Programmatic Team	Six (6) months

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Passports (CRM/Server)	Programmatic & IT	Five (5) years on CRM; archived copies on server for up to ten (10) years
Passport Photos	Programmatic Unit	Six (6) months after the event
Monitoring & Evaluation Records	M&E Manager	Five (5) years after event (stored on Activity Info)

### 11.3 Financial Records

Record Type	Retention Period
Tax & National Insurance	Ten (10) years
Accounting Records	Ten (10) years
Inventory Records	Ten (10) years
Yearly Financial Statements	Ten (10) years
Staff Reimbursements	Ten (10) years
Participant Reimbursements	Ten (10) years
Travel Claims	Ten (10) years
Insurance Records	Ten (10) years

### 11.4 Procurement Documentation

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Record Type	Retention Period
Quotations	Ten (10) years
Tenders	Ten (10) years

## 11.5 Other Records

Item	Retention Period and Notes
AML Software Data	Five (5) years
Interview Videos	Interview recordings are not stored on IIJ's servers; rather, they are hosted on HireVue's platform and are subject to automatic deletion by HireVue in accordance with its data retention policy, with a maximum retention period of two years.
Interview Reports	The data will be deleted one (1) year following the termination of the selected individual.

“Document Retention and Destruction Policy” {extracted from the IIJ Personnel Policy}

## CORPORATE RECORDS

The term “Corporate Records” in this respect covers inter alia the Foundation’s certificate of registration, founding document and all subsequent version of the deed of foundation, board of administrators records, minutes of the GBA, written resolutions, register of founders, power of attorney instruments

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issued. All of these documents shall be retained throughout the IJJ's duration. Other corporate records, included by reference, shall be retained for a minimum of ten (10) years following the termination of the agreement (for those records whose termination date can be predetermined) and ten (10) years following the termination of the transaction/relationship (for those records whose termination date cannot be predetermined).

Annual Reports to GBA	Permanent
Deed of Foundation	Permanent
Valletta Declaration	Permanent
Host Country Agreement	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/ Procedure	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
Contracts (after expiration)	10 years
Sensitive/commercially-related correspondence	10 years

## ACCOUNTING AND CORPORATE TAX RECORDS

Records required to be kept in terms of the Maltese Income Tax Act (Chapter 372 of the Laws of Malta) are to be retained for a period of not less than nine (9) years after the completion of the transaction, acts or operations, to which they relate.

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## BANK RECORDS

Check Registers	10 years
Bank Deposit Slips	10 years
Bank Statements and Reconciliation	10 years
Electronic Fund Transfer Documents	10 years

## PAYROLL AND EMPLOYMENT TAX RECORDS

Payroll Registers	Permanent
Earnings Records	10 years Termination
Garnishment Records	10 years after termination

## EMPLOYEE RECORDS

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	10 years after termination
Accident Reports and Worker's Compensation Records	10 years after termination
Salary Schedules	10 years after termination
Employment Applications	6 months <i>[Previously: 10 Years]</i>

## DONOR AND GRANT RECORDS

Donor Records and Acknowledgment Letters	10 years
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Grant Applications and Contracts completion	10 years after completion
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## LEGAL, INSURANCE, AND SAFETY RECORDS

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases Expiration	10 years after
General Contracts Termination	10 years after

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

The IIJ’s records will be stored in a safe, secure, and accessible manner. Records may be stored at the offices of the IIJ’s attorneys or other authorized agent. Documents and financial files that are essential to keeping the IIJ operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

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The IIJ's Executive Secretary is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

No employee shall at any time, either during his employment or at any time thereafter, without the prior written consent of the Executive Secretary, disclose or reveal to any third party any information confidential to the organization or any of its employees or directors.

Any materials generated by an employee as a part of his or her employment with the IIJ remain the property of the IIJ. If written work is commissioned by an outside entity, the employee must seek approval from the Executive Secretary to accept the commission and seek his/her review and approval of any contractual matters.

## CONCLUSION

This retention regulation aims to achieve a good working balance between the retention of useful and necessary information in line with the provisions of the relevant legislation and the disposal of data which is no longer required and is being archived unnecessarily. Data that needs to be destroyed after the noted timeframes will be disposed of in an efficient manner to ensure that such information will no longer be available within the IIJ. The Data Controller (or the designated Acting Data Controller) and the DPO shall instruct all relevant personnel to follow the indicated procedures accordingly, and every designated employee of the relative unit shall be responsible to ensure that personal data is retained in accordance with the periods established within this regulation and discarded, or anonymized, as the case may be, upon the lapse of the relative retention period.

It is to be noted that anonymised or statistical data do not fall within the parameters of this Retention Regulation, since they do not constitute identifiable personal data.

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