

Friends of the National Archives of Malta (VO/ 0436)				
Member Data Retention Policy				
Membership Type	Records type	Description	Retention Period	Action to be taken when retention period expires
Life / Corporate	Member's Details	Details of members such as name, surname and contact details.	<u>Indefinite</u> (or till member's written request to terminate membership).	Destroy / Delete
Annual	Member's Details	Details of members such as name, surname and contact details.	<u>Till the lapsing of two (2) calendar years from expiry of membership.</u> This retention period is aimed to give ample time to annual members to renew their membership. Members can submit a written request to terminate their membership at any time, and their respective data will be deleted / destroyed within a few days from the request.	Destroy / Delete