

Record Retention & Data Privacy Policy of Ghosts Worth Chasing

Ghosts Worth Chasing is a Pennsylvania nonprofit corporation recognized under Section 501(c)(3) of the Internal Revenue Code. This Record Retention & Data Privacy Policy establishes the standards and procedures governing the creation, maintenance, retention, protection, and secure disposal of the Organization's records and data. The Policy is intended to promote compliance, protect sensitive information, support operational integrity, and ensure responsible stewardship of organizational records.

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1. Purpose

The purpose of this Record Retention & Data Privacy Policy (“Policy”) is to establish guidelines for the retention, storage, protection, and disposal of records and data maintained by Ghosts Worth Chasing (the “Organization”).

This Policy reflects the Organization’s commitment to legal compliance, operational integrity, privacy protection, and responsible stewardship of information.

2. Scope

This Policy applies to all records and data created, received, or maintained by the Organization in the course of its activities, regardless of format (paper, electronic, or otherwise).

This includes records related to governance, finance, grantmaking, donors, recipients, operations, and communications.

3. Record Retention Principles

The Organization shall retain records in accordance with applicable federal, state, and local laws, as well as best practices for nonprofit governance.

Records shall be retained for the minimum period required by law or operational necessity and shall be disposed of securely when no longer required.

4. Reporting Procedure

The following general retention guidelines apply unless a longer period is required by law or Board determination:

Record Category	Retention Period
Governing documents (Articles of Incorporation, Bylaws, policies)	Retained permanently
Board resolutions and meeting minutes	Retained permanently
Financial statements, tax filings, and audits	Retained permanently
Accounting records and bank statements	Retained for at least seven (7) years
Grantmaking records (applications, approvals, reports)	Retained for at least seven (7) years
Donor records	Retained for at least seven (7) years
Contracts and agreements	Retained for the duration of the agreement plus seven (7) years
General correspondence and operational records	Retained as appropriate based on relevance and risk

5. Data Privacy & Protection

The Organization shall take reasonable measures to protect confidential and sensitive information from unauthorized access, disclosure, alteration, or destruction.

Sensitive information may include, but is not limited to:

- Personal identifying information
- Financial account information
- Donor and recipient data
- Confidential organizational records

Access to sensitive data shall be limited to individuals with a legitimate organizational need

6. Electronic Records & Security

Electronic records shall be stored using secure systems and reasonable safeguards, including password protection, access controls, and regular backups where appropriate.

The Organization may use third-party service providers for data storage or processing, provided reasonable care is taken to assess security and compliance practices.

7. Disposal of Records

Records that are no longer required to be retained shall be disposed of in a secure manner designed to protect confidentiality, including shredding of physical records and secure deletion of electronic records.

No records shall be destroyed if they are relevant to an ongoing or reasonably anticipated legal, audit, or regulatory inquiry.

8. Responsibility and Oversight

The Board of Directors retains ultimate responsibility for record retention and data privacy oversight.

Day-to-day administration of recordkeeping may be delegated, provided accountability remains with the Organization's leadership.

9. Review and Amendment

This Policy may be amended or repealed by the Board of Directors at any time.

10. Adoption

The Board of Directors of Ghosts Worth Chasing, a Pennsylvania nonprofit corporation, hereby adopts the **Document Retention and Data Privacy Policy**.

This policy is effective immediately and shall remain in effect until amended, replaced, or repealed by the Board of Directors.