



Retention and Destruction Schedule

The general arrangements can be summarised as:

- We have a duty to ensure that we only retain information of value to the organisation
- We have an obligation to ensure that information is securely deleted once the value has lapsed, and
- We balance these duties and obligations to ensure that material that is worthy of permanent preservation is identified; secured and legal obligations are fulfilled

In order to achieve this:

- We publish a destruction/retention schedule which gives guidance on when material can be securely deleted
- We expect volunteers to challenge the retention schedule and identify material that should be included as new types of information or new exceptions

This document is designed to provide guidance on how long to retain personal data records on members, guests and other individuals.

This guidance has two purposes, namely:

- a. to reduce the amount of data (including paperwork) that clubs and volunteers need to manage, and
- b. to help the club be compliant with relevant legislation such as data protection, employment, health and safety

These guidelines cover electronically stored data (such as on a computer, email system, cloud-based application, web-based application etc.) and data held within a paper-based storage system (filing cabinet, storage box, folder etc.).

Once the retention period has ended the data should be permanently deleted (including from electronic recycle bins) or destroyed (i.e. shredded).

This document is predominantly focused at the data that clubs hold centrally, often managed by the Club Secretary or the Membership Secretary. However, any data supplied by individuals to the club that is shared with other people (such as to committee members or competition organisers) should receive the same treatment as that which is held centrally, i.e. once the retention period has ended the data should be destroyed.

Data	Suggested Retention Period	Notes
Data on current members	Throughout the time the individual is a member of the club	Data should be up to date. Out of date data (such as a previous email address) should be deleted from all records as soon as the club is notified of the update. Once the individual is no longer a member you should refer to 'Data on former members'.
Data on emergency contact details for members	Throughout the time the individual is a member of the club	If the member updates their emergency contact the previous details should be deleted immediately from all records.
Data on former members	6 years after last contact with the individual	Non-relevant data should be deleted sooner (such as emergency contact data) This includes data on former prospective members, i.e. those who did not become a full club member
Emails	12 months, if important retain for up to 6 years	Not all emails need to be kept. If the content is important it may be kept for up to 6 years
Club Journals	Permanent	Club Journals are 'materials of historical value'
Minutes of club meetings	Permanent	Minutes of club meetings are also 'materials of historical value'
Accident reports – if relating to adults	Statutory requirement is 3yrs	These reports may be required as evidence if a claim is made under Public Liability.
Accident reports – if relating to children	To be kept for 3yrs after the child reaches the age of 18.	As above.
Employee personnel records	6 years after the individual leaves employment with the club	Including application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records
Financial records	7 years	