



HOLLOWELL SAILING CLUB DATA RETENTION POLICY

1. About this policy

1.1 This policy should be read in conjunction with the Hollowell Sailing Club (HSC) Data Privacy Policy which explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.

1.2 The data privacy policy outlines specific forms of data held by the club and the legal basis of processing as required by the Data Protection Act (2018) (DPA) This policy sets out the minimum time periods for the holding of data which are required by UK Law and DPA regulation.

2. Club records retention period

Club records are listed below in respect to required retention period

Issue or data held	Period of retention	Trigger / From
General books and accounts	3 Years	From date of record made
Club committee minutes	10 Years*	Date of meeting
CCTV	No time specified, however the information commissioner requires that these records are not to kept longer than is strictly necessary than to meet the purpose (Retention)	Time of capture
Community Amateur Sports Clubs (Participation data)	6 years from the end of the accounting period in which they relate.	6 years after the year the records relate to i.e. 7 years
Employment records	Contract- 6 years after employment ceases (Retention) Reports, references, reviews- 6 years after employment ceases. Pension documents- 6 years minimum	End of employment
Payroll	6 years minimum (Retention)	From the end of the assessment period
VAT	All VAT records- Minimum 6 years (Retention)	The date on which records were made
Notification of serious or reportable incident record which may relate to Personal injury or Negligence action	3 years personal injury (Limitation) Six years, subject to a maximum period 15 years from the negligent act or omission. (Limitation)	The date the damage occurred or the date of knowledge of the injured person
Tax records	Latest of the 5th anniversary of the 31 January next following the year of assessment or 6th anniversary of the end of the period where the return is for a period not in a tax year (Retention)	

Record of membership including training bookings, qualifications and craft detail (Webcollect members database)	Record deleted following notification from member that they no longer wish to maintain membership	Point of notification from member
Paper copy membership applications and training bookings	Destroyed following transfer to membership database (webcollect) and as above retention	Point of booking and completion of activity
Medical condition details relevant to training	Provided to instructor or activity leader prior to event and held securely. Returned to participant following event. (<i>In the event of incident, details may be held for the purpose of incident reporting and investigation</i>)	Point of booking and completion of activity
Trainers medical details and emergency contact numbers	One year. (Held in the lockable filing cabinet in Naseby 1).	From start of year
Course feedback forms	Three years. (Held in the lockable filing cabinet in Naseby 1).	From start of year
Boat booking forms & Tea bar 'tab'	Tab forms destroyed once payment received (typically 1-2 days) Boat booking with hirers name only held for one year (club season)	From date of completion

3. Notes relevant to the above table

In some cases, statute provides the minimum or maximum time documents must be held, these are marked "Retention" in this guidance.

"Limitation" refers to the maximum period within which legal proceedings must be brought, and would therefore suggest a sensible period for which to keep documents, should an action be brought concerning them.

*For the purposes of historic record club minutes will be maintained in secure archive beyond the required period and may be accessed by members for the purpose of updating the club history.

For more details, please address any questions, comments and requests regarding our data processing practices to: James Avery; Data Protection Officer dpo@hollowellsc.org.uk

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Policy author: James Avery Club Data Protection Officer