

LITTLETON SAILING CLUBS DATA RETENTION POLICY

1. About this policy

- 1.1. This policy should be read in conjunction with the Littleton Sailing Clubs Data Protection Policy which explains when and why we collect personal information about our members, visitors and suppliers, 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 General Data Protection Regulations (2018) (GDPR). This policy sets out the minimum time periods for the holding of data which are required by UK Law and GDPR regulation.

2. Club records retention period

Data held / Issue	Period of Retention	Trigger / From
Claims in contract	6 years (Limitation)	Date of breach
Tort (excluding personal injury)	6 years (Limitation)	The date the damage is suffered
Personal Injury	3 years (Limitation)	The date the damage occurred or the date of knowledge of the injured person
Negligence	(in respect of latent damage): 3 years or 6 years, subject to a maximum period 15 years from the negligent act or omission. (Limitation)	Negligence (in respect of latent damage): the later of six years from the date the damage occurred or three years from the date on which the claimant had the requisite knowledge and the right to bring such an action.
Defamation	1 year (Limitation)	From date of publication
Membership records	Securely archived on member resignation.	Date of member resignation
Membership application forms	Paper application form destroyed once member has resigned.	Date of member resignation
Training course application forms	Kept for the duration of the course.	End of course
Training course medical forms	Kept for the duration of the course. Returned to participant on completion of course.	End of course
Instructor medical forms	Kept whilst instructor is actively teaching at the club.	Date instructor ceases to teach at the club.

Club committee meeting minutes	10 years *	Date of meeting
AGM minutes	10 years *	Date of meeting
Visiting competitors contact information (open meetings)	Retained for 1 year maximum	Date of event
Littleton Juniors, parent and child information	Kept whilst child is participating in Junior sessions.	End of Junior participation
Taster event participants contact information	1 year maximum provided consent has been given.	Date of taster participation
CCTV	No time specified, however the information commissioner requires that these records are not to be kept longer than is strictly necessary to meet the purpose (Retention)	Time of capture
Financial records	6 years from the end of the accounting period in which they relate (ie 7 years in total)	End of accounting period for financial record

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.

Please address any questions, comments and requests regarding our data processing practices to: vicecommodore@littletonsc.co.uk