



Eastwood and East Kilbride Canoe Club

This Data Retention Policy sets out the length of time that data will be retained by EEKCC - in line with the General Data Protection Regulations (GDPR) which come into force 25th May 2018.

Different types of data are kept for different periods of time depending on the nature of the data and the need to maintain records in order to comply with legislation, requirements to report to government and other relevant authorities and the needs of the organisation to effectively administer itself.

The specific periods for which data will be kept are set out in the Appendix to this policy however the general principles applied are:

- Where an individual is a member of the club data will be kept for 6 years;
- There is a legal responsibility to keep financial records) in line with legislation currently in force;
- There is a need to keep sufficient records for insurance purposes for claims that might arise. Due to the fact that those under the age of 18 have additional time in which to make an insurance claim (3 years after the point at which they reach the age of 18 under the Limitation Act 1980) records concerning incidents that could give rise to an insurance claim will be kept for the appropriate period of time;
- There is justification to keep data relating to event/competition results and winners of e.g. Annual Awards as part of the record of EEKCC's heritage and development over time.

Please see Appendix 1 for a full list of the data which will be stored and the relevant period of retention.

Destruction of data will take place a minimum of once per year after the periods set out in Appendix 1 have been reached.

Appendix 1

Data Retention Schedule

Area	Data/Document	Retention Period
Membership	Membership records	6 years
Correspondence	Membership correspondence	6 years
Finance	Accounting documents and records	7 years
	Expense accounts/records	6 years plus the current year
Governance	Committee minutes	Permanently
	List of committee members	Permanently
	Health & Safety records	Permanently
Historic records	Volunteer award winners	Permanently
Complaints & Investigations	Complaints received and investigations carried out	5 years
	Grievances and hearings	5 years
Insurance	Accident reports	6 years after last entry or end of investigation if later
	Insurance Policy documents	6 years after lapse
	Insurance Claims correspondence	3 years after settlement
	Incident Reports that could give rise to an insurance claim	3 years after the point at which all those named in the incident report have reached the age of 18