



## Dartmouth Yacht Club Data Retention Policy

<b>Membership</b>	All details removed from online system 12 months after non-rejoining Historic information in paper form stored securely in locked office
<b>Financial Information</b>	Suppliers/contractors: when no longer used as a supplier or contactor Staff records: kept for 1 year after leaving and then shredded Historic accounting paperwork: kept in locked storage for 7 years and then shredded Card Receipts: kept until reconciled in secure storage and then shredded
<b>RYA &amp; Club Courses</b>	Paper Form: shredded on completion of course or season RC Sailing/ Dinghy Lead & Instructor's personal laptops: deleted on completion of course RYA Principal's personal laptop: deleted when Qualification is registered with RYA Medical Information: shredded on completion of Course
<b>Cruising In Company Group</b>	Removed when leaving club or asking to be removed as no longer interested in participating
<b>Dinghy Coaching Sessions</b>	Removed from Whats App group when no longer a member or asking to be removed as no longer interested in participating
<b>Junior Sailing Programme</b>	Paper Form: shredded on completion of course Junior Dinghy Lead & Instructor's personal laptops: deleted at end of season RYA Principal's personal laptop: deleted when registered with RYA

<b>Kayaking (members)</b>	When no longer a member or having no longer interested in kayaking
<b>Kayaking (non-members)</b>	From personal laptop 1 month after session Paper Records shredded when no longer required
<b>Authorised Users of Club Craft</b>	Form shredded when no longer a member or no longer wishing to use a craft
<b>Signing In Book</b>	Record Sheets shredded annually
<b>Staff Records &amp; Contracts</b>	Mobile telephone numbers deleted on leaving employment Current Contracts kept in secure storage in locked office Historic Contracts kept in separate secure storage in locked office for 1 year after leaving
<b>Information held on Role Holder's personal computers</b>	On cessation of Role: signed confirmation that all information has been deleted permanently