



Dartmouth Yacht Club Data Retention Policy

Membership	All details removed from online system 12 months after non-rejoining Historic information in paper form stored securely in locked office
Financial Information	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
RYA & Club Courses	Paper Form: shredded on completion of course or season RC Sailing/ Dinghy Lead & Instructor's personal laptops: deleted on completion of course or season RYA Principal's personal laptop: deleted when Qualification is registered with RYA Medical Information: shredded on completion of Course
Cruising In Company Group	Removed when leaving club or asking to be removed as no longer interested in participating
Dinghy Coaching Sessions	Removed from Whats App group when no longer a member or asking to be removed as no longer interested in participating

Junior Sailing Programme	<p>Paper Form: shredded on completion of course</p> <p>Junior Dinghy Lead & Instructor's personal laptops: deleted at end of season</p> <p>RYA Principal's personal laptop: deleted when registered with RYA</p>
Kayaking (members)	When no longer a member or having no longer interested in kayaking
Kayaking (non-members)	<p>From personal laptop 1 month after session</p> <p>Paper Records shredded when no longer required</p>
Authorised Users of Club Craft	Form shredded when no longer a member or no longer wishing to use a craft
Signing In Book	Record Sheets shredded annually
Staff Records & Contracts	<p>Mobile telephone numbers deleted on leaving employment</p> <p>Current Contracts kept in secure storage in locked office</p> <p>Historic Contracts kept in separate secure storage in locked office for 1 year after leaving</p>
Information held on Role Holder's personal computers	On cessation of Role: signed confirmation that all information has been deleted permanently
AGM Minutes	Retained indefinitely digitally in Cloud storage and Honorary Secretary's laptop. Paper copies shredded after 2 years

General Committee Officers' Reports and Minutes	Retained indefinitely digitally in Cloud storage and Honorary Secretary's laptop. Paper copy of minutes held behind bar for one year then shredded Members to shred/delete reports annually.
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