

***Data
Retention
Policy***

16th August 2022

Purpose of policy: This Data Retention Policy sets out the length of time that data will be retained by Paddle Scotland - in line with the UK General Data Protection Regulations (UK 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 paddlesport in Scotland.

The specific periods for which data will be kept are set out in the Appendix 1 to this policy however the general principles applied are:

- Where an individual is a member of Paddle Scotland and/or an affiliated club data will be kept for 6 years
- Where an individual has any training or qualifications the data about the individual including the training they have completed and/or qualifications they have been awarded will be kept permanently. The reason for permanent record holding in relation to awards is that Paddle Scotland, as the British Canoeing Delivery Centre in Scotland for paddlesport awards, has a duty to keep track of what qualifications have been awarded in order to be able to confirm (or otherwise) that a specific qualification has been awarded to a particular individual
- There is a legal responsibility to keep company records, (including HR records and 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. Paddle Scotland Annual Awards as part of the record of Paddle Scotland and the organisation'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 after membership expiry or last login to online system (whichever is greater)
Correspondence	Membership correspondence	6 years
Events	Risk assessments and Safety Management Plan	6 years
Events	Manual Event entries	1 year
Events	Event results sheets	Permanently
Training and Qualifications	Training, Qualification and Roles records	Permanently
Training and Qualifications	Applications and Provider Logbooks (e.g. APL, reasonable adjustments, appeals, role applications)	3 years
Training and Qualifications	Candidate Work and Internal Verification records	3 years
Training and Qualifications	Course Schedules	1 year
Finance	Accounting documents and records	7 years
Governance	Board minutes	Permanently
Governance	List of board members	Permanently
Governance	Committee minutes	Permanently
Governance	List of committee members	Permanently
Governance	Declarations of interest	Permanently
Governance	Risk Register	Permanently
Governance	Health & Safety records	Permanently
Governance	Organisation charts	Permanently
Statutory reporting	Annual Report	Permanently
Statutory reporting	Annual Accounts	Permanently
Correspondence	Access correspondence	6 years
Correspondence	General correspondence	6 years

Historic records	Volunteer award winners	Permanently
Complaints & Investigations	Complaints received and investigations carried out	5 years
Complaints & Investigations	Grievances and hearings	5 years
Safeguarding	Safeguarding Case Records	Permanently
HR	Staff personnel records	6 years after employment ceases
HR	Staff appraisal record	6 years after employment ceases
HR	Payroll records	6 years after employment ceases
HR	Pension records	6 years after employment ceases
HR	Employee benefit records	6 years after employment ceases
HR	Accident reports	6 years after last entry or end of investigation if later
HR	Wages and salary records	6 years plus the current year
HR	Overtime records/authorisation	6 years plus the current year
HR	Expense accounts/records	6 years plus the current year
HR	Statutory Maternity Pay records, calculations or other medical evidence	3 years after the end of the tax year in which maternity period ends
HR	Sickness records	3 years after the end of each tax year for Statutory Sick Pay purposes
HR	Applications for jobs- where the candidate is unsuccessful	6 months after notifying unsuccessful candidate
HR	Redundancy details, calculations of payments, refunds	6 years after employment ceases
Insurance	Insurance Policy documents	6 years after lapse
Insurance	Insurance Claims correspondence	3 years after settlement
Insurance	Employer's Liability insurance certificates	40 years
Insurance	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

Buildings, plant and engineering	Deeds of title	Permanently or 6 years after disposal
Buildings, plant and engineering	Leases	15 years after expiry
Buildings, plant and engineering	Plans of buildings, planning consents, building certifications	Permanently or until 6 years after property is disposed of
Performance	Performance data associated with each athlete	Until athlete retires from performance sport - then data anonymised
Performance	Medical records	Until athlete leaves the programme