

## Haslemere and District Dog Training Club Retention Policy

“Data minimisation” is one of the overarching principles in the General Data Protection Regulation. It requires personal data to be retained only for so long as is necessary. The Haslemere and District Dog Training Club (“the Club”) is required to define time limits OR have criteria to determine when data should be disposed/deleted securely.

### **Retention Policy**

The Club will only retain personal data for as long as necessary to fulfil the purposes for which it was collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

### **Financial Records:**

There is statutory requirement to keep financial records for seven years. However, records will be kept for the last eight years, in order to ensure that year ends are available. Beyond the eight year point, there is little justification in keeping bank statements, cheque stubs etc. unless there was an incident which was of particular significance and there has not been such an incident in recent years

### **Membership Lists:**

Old membership lists may have some historical value and/or statistical value. The Club will consider how long they are practically useful.

### **Constitutions:**

Out of date constitutions come into the same category. Whilst details of changes will be included in AGM reports, there may be a historical interest in retaining original versions and these will be retained indefinitely.

### **Show Catalogues:**

Show catalogues can provide useful information and statistics, as well as forming an important historical record. It is also a requirement of the Kennel Club that Show entry forms are retained for twelve months after the show. Schedules of show entrants will be retained for 5 years.

### **Committee and AGM/SGM Minutes and Documents:**

Committee minutes and documents relating to Annual General Meetings and Special General Meetings will be retained indefinitely as the definitive record of all club business together with the decisions made and policies agreed and also as an information resource to resolve any procedural issues or disputes.