

# AVALON ARCHERY CLUB



## DATA RETENTION POLICY

For the purposes of Data Retention Avalon Archery Club (the Club) makes a distinction between personal data and non-personal data.

### **Personal Data:**

Personal data is any data by which an individual or individuals may be identified. This would include their name, date of birth, address and post code, telephone/mobile number, e-mail address, certain medical information, any government issued reference number, etc.

The Club may receive personal data from an individual in a number of circumstances and the length of data retention will differ according to those circumstances.

- One off Enquiries: Personal Data will only be retained until the enquiry has been dealt with. For example, somebody asking about when/where the Club meets.
- Requests about Beginner Courses, Taster Sessions, or Refresher Lessons: Personal Data will be retained until the individual/s is/are accepted onto a Course, Session, or Lesson. In the interim their data is held on the Waiting List. In the event that the individual fails to respond to a number of invitations to a Course, Session or Lesson the Club will notify the individual that they are being deleted from the Waiting List and consequently their Personal data will also be deleted.
- Beginner Courses, Taster Sessions, Refresher Lessons, Coaching Courses, Competitions and Events: This section would include any sort of event that is run for a distinct period of time that might involve Club members and/or non-club members. Personal Data is retained from the individual's application to event until no longer than 8 weeks after the event.
- Club Membership: Personal Data about the individual members of the Club is retained for the duration of their membership and until the Club's annual accounts which coincide with their membership have been formally approved.

### **Non-Personal Data:**

Non-Personal Data is any data from which an individual can be identified. For example, this would include anonymised statistical data about membership or membership attendance, financial accounts, etc. The retention of non-personal data will be subject to approval by the Club's Committee or as might be required for regulatory or taxation purposes.