

## 1. INTRODUCTION

- 1.1. This document sets out British Canoeing Policy on the disposal and retention of records. It applies to all records, both in paper and electronic form.
- 1.2. We operate this policy to ensure that data is not held for longer than necessary.
- 1.3. One of the main aims of successful record management is to be able to find, quickly and readily, any information requested. We need to know what information we hold and to be able to locate it promptly and be in compliance with the GDPR.

## 2. PRINCIPLES

- 2.1. British Canoeing will review information regularly to ensure that it is:
  - 2.1.1. Necessary – the information must hold some value for British Canoeing to carry out its functions.
  - 2.1.2. Proportionate – in order to justify the retention of the information, it must be proportionate to retain the information against the impact on individuals right to privacy.
  - 2.1.3. Adequate – in order to justify the retention of information, it must be as complete as possible.
  - 2.1.4. Relevant – Information must be fit for the purpose for which it is held.
  - 2.1.5. Accurate and up to date – all record details must be accurate, records must be updated with any new information.
  - 2.1.6. Of Historical value - it may also be necessary to retain information of particular legal or historical significance. This relates to past-periods data, used usually as a basis for analysis and monitoring data or trends.
  - 2.1.7. Factors which may impact on the retention of information are:
    - 2.1.7.1. Contractual – there may be a contractual requirement to retain information for a specified period of time.
    - 2.1.7.2. Legal requirement –there may be a legal requirement to retain information for a specified period of time.
    - 2.1.7.3. Legitimate interest – we may have a legitimate interest to retain the information for a specified period of time (e.g. race results, rankings, qualifications etc).

### 3. DATA RETENTION TABLE

3.1. Please see the table below for the maximum retention period for the relevant areas of British Canoeing. Full details regarding the personal information which we collect from you, where we collect it from and how we use it and your rights is contained within the Privacy Notices which can be found on our website.

Category	Retention Period	Explanation of retention period
Participants	10 years	We have a legitimate interest in retaining records whilst they may be required in relation to Support, Complaints, Appeals and monitoring purposes.
Members	10 years	We have a legitimate interest in retaining records whilst they may be required in relation to Support, Complaints, Appeals, Internal Verification and Monitoring purposes. In some cases, we may have legal or regulatory obligations to retain records.
Junior Members/Athletes/Coaches	10 years	We have a legitimate interest in retaining records whilst they may be required in relation to Support, Complaints, Appeals, Internal Verification and Monitoring Purposes. In some cases, we may have legal or regulatory obligations to retain records.
Athletes	100 years	We have a legitimate interest in retaining records whilst they may be required in relation to Support, Complaints, Appeals, Monitoring Purposes and in some cases, we may have legal or regulatory obligations to retain records.
Employees	10 years	We have a legitimate interest in retaining records whilst they may be required in relation to Support, Complaints, Appeals, Monitoring and in some cases, we may have legal or regulatory obligations to retain records.
Instructors, Coaches, Leaders, Providers	120 years	We have a legitimate interest in retaining records whilst they may be required in relation to Support, Complaints, Appeals, Monitoring Purposes. In some cases, we may

		have legal or regulatory obligations to retain records.
Training or Assessment Candidates	Please refer to separate retention chart.	
Website User	10 years.	Retained in accordance with usual commercial practice.
Contractor/ Supplier/Partner/ Consultant	10 years.	Retained in accordance with usual commercial practice and regulatory requirements.