



# CHESHIRE COUNTY BADMINTON ASSOCIATION

## CCBA PERSONAL DATA RECORD RETENTION POLICY

### Introduction

This Personal Data Record Retention Policy applies to all personal data records of Cheshire County Badminton Association. This policy applies to all of our volunteers, contractors and suppliers and other individuals working or providing services on behalf of Cheshire County Badminton Association, or who have access to Cheshire County Badminton Association's personal data records ("**you**"). This Personal Data Record Retention Policy should be read in conjunction with Cheshire County Badminton Association's Data Protection Policy.

Keeping personal data records for the period necessary for their purpose, and ensuring such records are accessible if required, is good business practice and required by data protection law.

### Scope

A personal data "record" refers to all documents, in whatever medium, received or created by Cheshire County Badminton Association in the course of its business which contain personal data. Personal data consists of any information which related to an individual and/or information from which an individual can be identified, directly or indirectly. For example, information which identifies an individual may consist of that individuals' name, address, telephone number, photographs, location data and online identifiers (e.g. cookie identifiers and IP addresses) or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of an individual.

### Cheshire County Badminton Association's Personal Data Records

The majority of personal data records Cheshire County Badminton Association holds are related to volunteers and County and BE members.

### Storage of Personal Data Records

Cheshire County Badminton Association's records must be stored in a safe, secure and accessible manner.

### Retention Periods

Personal data records should only be retained for the **period necessary for their purpose**, unless a different period is required by applicable laws and regulations.

A full explanation of the retention periods is contained in the attached Annex 1.

### Disposal of Personal Data Records

The destruction of paper personal data records must be conducted by shredding if possible. The destruction of electronic records must be conducted in accordance with Cheshire County Badminton Association's IT Policy. You must follow the processes specified in this policy to ensure that all backups and copies are included in the destruction of records.

### Preservation of Evidence

Cheshire County Badminton Association requires you to comply fully with this policy and the retention schedule at Annex 1.



## CHESHIRE COUNTY BADMINTON ASSOCIATION

You should note the following general exception to any stated destruction timeframe: If you believe, or the Legal Department informs you, that Cheshire County Badminton Association records are relevant to a current Tribunal, County Court or High Court claim ("Claim"), a potential claim (that is a dispute that could result in a Claim), government investigation, audit or other event you must preserve and not delete, dispose, destroy or change those personal data records, including emails, until the Legal Department determines those personal data records are no longer needed.

### ANNEX 1 – RECORDS RETENTION SCHEDULE

#### PERSONAL DATA RECORDS

An "individual member / coach / participant / fan / customer" is an individual acting in their personal capacity from whom [Cheshire County Badminton Association] collects personal data (name, personal email address, etc.).

Type of record	Statutory Instrument / Code of Practice	Retention period or recommendation
<ul style="list-style-type: none"> <li>▪ Individual member / coach / participant / customer's contact details in respect of a purchase or transaction by the individual customer of Cheshire County Badminton Association's products or services.</li> </ul>	Whilst there is no legal requirement to keep them for this long, it is recommended these are kept for 6 years since these records may be relevant to a County Court or High Court claim.	6 years after the member / coach / participant / fan / customer has purchased a product from, or transacted with, Cheshire County Badminton Association
<ul style="list-style-type: none"> <li>▪ Marketing lists of individual member / coach / participant / fan / customer contact details</li> </ul>	N/A	3 years after the individual member / coach / participant / fan / customer last interacted with Cheshire County Badminton Association