**{INSERT CLUB NAME} - Data Retention Policy**

Detailed below is an overview of data held by {INSERT CLUB NAME}, including an outline of how data is stored, processed and disposed.

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| **DOCUMENT/ Information held** | **PURPOSE OF PROCESSING** | **CATEGORIES OF INDIVIDUALS** | **CATEGORIES OF DATA** | **WHERE TO STORE AND SECURITY** | **WHO HAS ACCESS** | **HOW LONG TO KEEP** | **HOW TO DISPOSE** | **DATA TRANSFERRED/ HOSTED OUT WITH EU & SAFEGUARDS** |
| EXAMPLE:  Individual membership records | Membership and competition | Members | Name; address; D.O.B; contact number; e-mail | Membership CRM System – password protected access | Club Secretary  Membership Secretary | 6 years after membership ends or on request to be removed | Deleted from membership CRM system | Mailchimp – privacy shield certification |
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