

Retention and Erasure Policy

1. Purpose

North East London Gymnastics Club Ltd (NELGC) is committed to the efficient management of our records for the effective delivery of our services. The purpose of this policy is to detail the procedures for the retention and disposal of information to ensure that we carry this out consistently and that we fully document any actions taken. Unless otherwise specified the retention and disposal policy refers to both hard and soft copy documents.

The principles outlined in this policy have been developed to provide a consistent approach to managing records throughout their lifecycle and regardless of their format. This policy also applies to records that third parties manage on behalf of NELGC.

2. Roles and Responsibilities

The Data Protection Working Group are accountable for maintaining and reviewing the effective and efficient record keeping procedures at NELGC.

All staff are responsible for managing, storing appropriately and disposing of the information they create and receive as part of their normal daily business activities.

3. Review

Review is the examination of closed records to determine whether they should be destroyed, retained for a further period.

4. Retention

Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. We have assessed our records to establish whether there are any legal or regulatory retention requirements or any other requirement to hold the data.

5. Disposal schedule

Records must be securely destroyed in line with our data retention schedule.

- securely delete information that is no longer needed for this purpose or these purposes; and
- update, archive or securely delete information if it goes out of date.

6. Sharing of information

Duplicate records should be destroyed.

Where we share information with other bodies, we will ensure that they have adequate procedures for records

to ensure that the information is managed in accordance with the relevant legislation and regulatory guidance.

7. Compliance

Records can be destroyed in the following ways:

- Non-sensitive information – can be placed in a normal rubbish bin
- Confidential information – cross cut shredded and pulped or burnt.
- Electronic equipment containing information - destroyed so they are permanently deleted from the system.

8. Audit trail

- Documents being disposed of earlier or kept for longer than listed will need to be recorded for audit purposes.
- This will provide an audit trail for any inspections conducted by the Information Commissioner and will aid in addressing Freedom of Information requests, where we no longer hold the material.