

# Bicester Blue Fins Swimming Club

## Personal Information Retention Policy

The following retention periods are the guidelines by which Bicester Blue Fins Swimming Club determines how long personal information should be stored:

- Service contract or employment data - 6 years
- Welfare paperwork - 6 years unless specific reason to keep longer
  - When records are being kept for more than the 6-year period (e.g. for legal reasons), files will be clearly marked and the reasons for the extension period clearly identified
- Disputes - 6 years after left club with any paperwork kept in a locked cabinet
- Disciplinary issues – 6 years after a member leaves the club with any paperwork kept in a locked cabinet
  - Note that in some cases, records could be retained for longer to provide a historical record which may be required, for example should a member wish to re-join the club
- Accident book - 3 years after final entry or 3 years after closure of any disputes
- Minutes of Committee meetings - 10 years
- Financial information - 7 years
- Event based paperwork (e.g. Team sheets, relay team lists, heat sheets etc.) – 2 years
- Additional information collected specifically for attending a BBF Swim camp is destroyed on return from the event