**Spey Runners - Data Retention Policy**

Detailed below is an overview of data held by Spey Runners including an outline of how data is stored, processed and disposed.

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| **DOCUMENT/ Information held** | **PURPOSE OF PROCESSING and LEGAL BASIS** | **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** |
| Individual membership records | Membership and competition  (Contract, members’ vital interests, Legitimate intertests) | Members | Name; address; D.O.B; contact number; e-mail; next of kin; relevant medical details | Membership System – password protected access | Club Secretary/  Membership Secretary | 12 months after membership ends or on request to be removed | Deleted from membership system | n/a |
| Race results records | Competition and  Publication of race results  (Legitimate interests) | Race participants | Name; club; age category; race time | Race results system – password protected access | Club secretary  Race committee | Retained for club’s historical records | n/a | n/a |