

Irish Setter Association, England

Retention Policy

Background:

“Data minimisation” is one of the overarching principles in the General Data Protection Regulation which came into effect in May 2018. It requires personal data to be retained only for so long as is necessary. Personal data should therefore only be kept as long as is strictly necessary and organisations should define time limits OR have criteria to determine when data should be disposed/deleted securely. This policy sets out the Irish Setter Association, England’s (the Association’s) approach to data retention.

Introduction:

The Association will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Personal data can be further processed and stored for archiving in the public interest and statistical and historical research purposes. When doing so we will consider:

- any link to the initial purpose,
- the context the data was collected in,
- the reasonable expectations of members/exhibitors/competitors/judges,
- the nature of the data,
- the consequences of further processing and the existence of appropriate safeguards.

We will also consider whether such data can be ‘anonymised’ if being preserved for archives.

Financial Records:

There is statutory requirement to keep financial records for seven years. However, records may be kept for the last eight years, in order to ensure that year ends are available. Beyond the eight year point, the Association will not keep bank statements, cheque stubs etc. unless there was an incident which was of particular significance.

Membership Lists:

Old membership lists may have some historical value and/or statistical value. The Association’s Secretary will retain an electronic copy of the Membership list as at 31st December each year for historical and statistical purposes. Working versions of the membership list will be kept for the current and previous year by the Secretary and Treasurer in case of queries regarding membership issues. A copy of the membership list as at 31st December each year is also published in the Annual Review – paper copies of which are retained by the Secretary for historical purposes.

Rules:

Out of date constitutions/rules are also of historical value. Whilst details of changes will be included in AGM reports, there may be a historical interest in retaining original versions where possible, and which can be displayed as part of commemorative exhibitions. The Secretary will retain an electronic copy of each version of the Association’s rules for these purposes.

Show Catalogues/Event Catalogues:

Show/event catalogues can provide a gold mine of information and statistics, as well as forming an important historical record. A paper copy of each show/event catalogue will be retained by the Secretary as part of the Association's archives. Show entry forms must be retained for twelve months after the show as per Kennel Club

regulations and are confidentially shredded after 12 months. Information relating to field trials is held by the Joint Field Trial Sub-Committee Secretary and will be retained as a historical record of events which have taken place.

Committee and AGM/SGM Minutes and Documents:

Committee minutes and documents relating to AGMs and SGMs must be retained as the definitive record of all club business together with the decisions made and policies agreed. Such records are also retained as an information resource to resolve any procedural issues or disputes. Electronic copies of meeting minutes are retained by the Secretary and signed paper copies are also retained as part of the Association's archives.

Policy agreed by the Committee of the Irish Setter Association, England on 26th June 2018.