

WELSH MASTERS ATHLETICS LIMITED

Data Retention policy

Date: 16 December 2020

Purpose

This policy is to ensure all records are protected, and that when no longer required may be safely discarded at the appropriate time. Good record management is based on the controlled retention and destruction of documents and electronic records at the end of their required life.

Scope

This applies to all documents and records in hard or soft copy, wherever held.

Responsibility

Each member is responsible for maintaining their respective records on the membership database. The membership database is run by BMAF Services Limited and membership records are normally archived after five years.

The Treasurer is responsible for ensuring proper accounting records are maintained and retained for a minimum period required for both company law and tax purposes, currently this is about six years.

The Company Secretary is responsible for ensuring proper minutes and registers are maintained, and these must be retained for the life of the company.

The Company Secretary is responsible for the records for every competition to demonstrate that WMAL has met the terms of its event licence(s). These should also be retained for insurance purposes for a minimum of five years.

Board minutes and papers are private to the company. Board members should only retain documents (in whatever form) for as long as is essential for their personal use.

Paper documents should be shredded at the end of their life. Soft copy documents should be deleted. Any hard drive which has had WMAL documents should be completely destroyed at the end of its life, and always before it is sold or otherwise disposed of.