



## RETENTION POLICY

Irish Red and White Setter Club of Great Britain will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, including 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 consequence of further processing and the existence of appropriate safeguards. Also, whether such data can be 'anonymised' if being preserved for archives.

### **Financial Records**

Statutory requirement is to keep financial records for seven years, beyond this there is little justification unless there was an incident of particular significance.

### **Membership Lists and Year Books**

Old membership lists may have historical value and interest.

### **Constitution, Rules and Regulations**

With any amendments being recorded in AGM minutes, the most up to date version will be available. However, original versions may provide historical value and interest.

### **Show Catalogues and Schedules**

These can provide much information and statistics for historical value and interest. Show entry forms must be retained for twelve months after the show.

### **Committee, AGM, SGM Minutes and Documents**

These must be retained as a definitive records of all club business; of the decisions made and policies agreed.

July 2018