

Data Retention Policy

WHITE HORSE KITE FLYERS

This policy sets out a structured approach to reviewing and destroying records.

- The retention period for each type of record available on request. In addition, data protection legislation makes it unlawful to keep the information when it is no longer needed for the purpose for which it is held. This requirement is uncertain and allows discretion and may vary according to the circumstances, but in practice it means that we should promptly destroy the record once the retention period has been reached. Occasionally there may be special circumstances which mean that a record should be kept for longer (for example where there is a risk of litigation or a request from an outside body). We will refer to our insurance policies and further legal advice may be sought in these circumstances.
- Information will be securely deleted. This applies to paper records, electronic information and biometric information.
- This policy does not apply to records connected with commercial activities.
- We have discussed document retention with our insurers (If there is any conflict then any longer retention periods specified by the insurers will prevail).
- "Routine" emails may be kept in inboxes for up 12 months and will then be deleted.