

Marlborough & District Canine Society

Founded 1946

General Data Protection Regulation - Data Retention Policy

The Principle

“Data minimisation” is one of the overarching principles in the General Data Protection Regulation. It requires personal data to be retained only for so long as is necessary. Personal data should therefore only be kept if strictly necessary and organisations should define time limits OR have criteria to determine when data should be disposed/deleted securely.

Retention Policy

Marlborough and District Canine Society will only retain personal data for as long as necessary to fulfil the purposes for which it was collected it 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/stewards, the nature of the data, the consequences of further processing and the existence of appropriate safeguards. Also, 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 to ensure that year ends are available. Beyond the eight year point, there is little justification in keeping bank statements, cheque stubs etc. unless there was an incident which was of particular significance. Marlborough and District Canine Society will therefore adopt this recommendation from The Kennel Club.

Membership Lists

Old membership lists may have some historical value and/or statistical value. Marlborough and District Canine Society will keep this information until the end of the next calendar year.

Constitutions

Out of date constitutions come into the same category. 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. Marlborough and District Canine Society will adopt this recommendation from The Kennel Club but will review its Rules annually.

Show Catalogues

Show catalogues can provide a gold mine of information and statistics, as well as forming an important historical record. Show entry forms must be retained for twelve months after the show. Marlborough and District Canine Society will therefore adopt this recommendation from The Kennel Club.

Committee and AGM/SGM Minutes and Documents

Committee minutes and documents relating to Annual General Meetings and Special General Meetings must be retained as the definitive record of all club business together with the decisions made and policies agreed. Also as an information resource to resolve any procedural issues or disputes. Marlborough and District Canine Society will therefore adopt this recommendation from The Kennel Club.