

SOUTHERN GOLDEN RETRIEVER SOCIETY

Retention Policy

“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 as long as is strictly necessary and organisations should define time limits OR have criteria to determine when data should be disposed of/deleted securely.

Retention Policy

The SOUTHERN GOLDEN RETRIEVER SOCIETY will only retain Members’ 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:

This 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. Also, whether such data can be ‘anonymised’ if being preserved for archives. Details of data retained can be viewed in the SGRS Privacy Notice.

Membership & Judges Lists:

Old lists may have some administrative and historical and/or statistical value.

The five (5) previous years plus the current year will be retained.

Financial Records:

There is statutory requirement to keep financial records for seven years. Records will be kept for the last eight years, in order to ensure that year ends are available.

Constitutions:

Whilst details of changes will be included in AGM reports, there is a historical interest in retaining original/previous versions indefinitely.

Show Catalogues:

Show catalogues and entry forms will only be retained for twenty-four months (24) after each show. Details of event winners will be displayed and archived on the SGRS website.

Committee and AGM/SGM Minutes and Documents:

Committee minutes and documents relating to AGMs and SGMs will be retained indefinitely as the definitive record of all club historical business together with the decisions made and policies agreed. Also as an information resource to resolve any procedural issues or disputes.

Data Storage & Security

No data is stored outside of the UK

Manual records, electronic records, and associated databases are securely stored within the private residences of the SGRS Committee Members or Co-ordinators responsible for management and administration of particular roles .