

Royal Highland Yacht Club



Data Retention Schedule

Data Retention Schedule

Data	Description	Retention Policy
Applications	<ul style="list-style-type: none">• Membership Application Forms• Personal Data Consent Forms	<ul style="list-style-type: none">• Retained for 2 years from admittance as member, after which securely destroyed• Retained for 2 years from admittance as member, after which securely destroyed
Membership Details	<ul style="list-style-type: none">• Listing in Membership Database (electronic)• Listing in Membership List Booklet (if applicable)	<ul style="list-style-type: none">• Retained for duration of membership, after which saved to secure archive directory.• December each year (on new printing)
Financial Information	<ul style="list-style-type: none">• Financial records (if any)	<ul style="list-style-type: none">• Retained for duration of membership, after which members requested to cancel direct debit instruction immediately on leaving the Club
Management Committee	<ul style="list-style-type: none">• Agenda and Minutes (electronic)• Agenda and Minutes (paper records, if any)• List of Important Decisions (electronic)	<ul style="list-style-type: none">• Retained indefinitely on password protected external hard drive• Stored securely in locked filing cabinet for 7 years, after which saved to Club archive with National Library of Scotland• Retained indefinitely on password protected external hard drive
Annual General Meeting	<ul style="list-style-type: none">• Agenda and Minutes (electronic)• Agenda and Minutes (paper records, if any)	<ul style="list-style-type: none">• Retained indefinitely on password protected external hard drive• Stored securely in locked filing cabinet for 7 years, after which saved to Club archive with National Library of Scotland

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Club Website	<ul style="list-style-type: none">• Login account• Photographs/articles	<ul style="list-style-type: none">• Retained for duration of membership, after which login details/account deleted as soon as practicable.• Remove immediately any personal data requested by the member/owner and refresh the site content from time to time.
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