

PERSONAL DATA RETENTION AND DESTRUCTION SCHEDULE

As a data controller Mucklagh Soccer Club, must be clear about the length of time that it will retain personal data. This retention and destruction policy sets out the retention periods for which Mucklagh Soccer Club will retain personal data.

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If data is anonymised to remove any personal data, this policy does not apply.

Function of Data	General Classes of Data	Default Retention Period	Final Position regarding retention
HR Records			
Recruitment of Employees or Volunteers	<ul style="list-style-type: none"> ➤ Advertisement;¹ ➤ Job description ➤ Selection criteria 	Not Applicable	
	<ul style="list-style-type: none"> ➤ Unsuccessful Applicant <ul style="list-style-type: none"> ○ CV ○ Cover letters 		
	<ul style="list-style-type: none"> ➤ Applicants selected for Interview <ul style="list-style-type: none"> ○ CVs ○ Cover letters ○ Shortlisting notes ○ Interview notes and recommendations 		
	<ul style="list-style-type: none"> ➤ Successful Applicant 		

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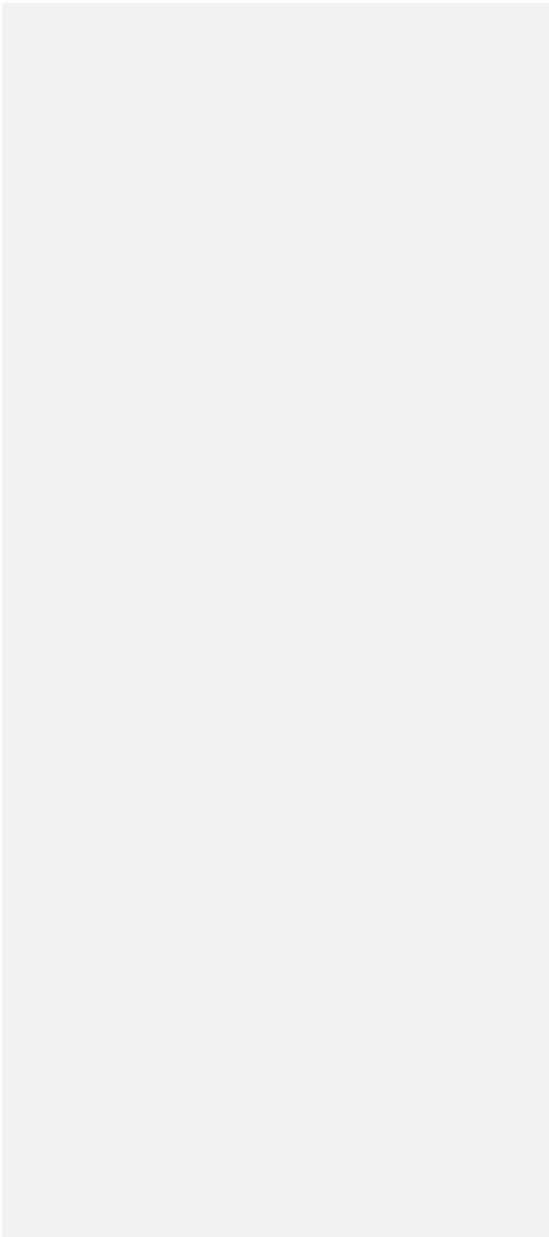
¹ You can use this schedule also to include non personal data if required. However, the name of the policy will require amendment if it is also to be used for non personal

Function of Data	General Classes of Data	Default Retention Period	Final Position regarding retention
	<ul style="list-style-type: none"> ○ CV ○ Cover letters ○ Shortlisting notes ○ Interview notes and recommendations 		
Contract Administration	Personnel Files may include <ul style="list-style-type: none"> ○ Personal contact details ○ Contract of employment ○ Evidence of education qualifications ○ References ○ Vetting results ○ Salary rates and increments ○ Leave records including sick leave, parental leave, maternity leave etc 		
Discipline Records		<u>12 Months</u>	
Occupational Health Records			
Payroll	<ul style="list-style-type: none"> ● PPS number ● Bank account details 		
ITS Services	<ul style="list-style-type: none"> ○ Records of emails sent and received ○ Internet and computer usage 		

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Function of Data	General Classes of Data	Default Retention Period	Final Position regarding retention
MEMBERSHIP RECORDS			
Carry out function of governing body/Administration of football	<ul style="list-style-type: none"> • Name, DoB, Address • Details of relevant club affiliations • Competition participation history 	<u>For duration of membership with club</u>	
	<ul style="list-style-type: none"> • Disciplinary records 	<u>12 months</u>	
	<ul style="list-style-type: none"> • Anti doping testing records 		

Function of Data	General Classes of Data	Default Retention Period	Final Position regarding retention
FINANCIAL RECORDS			
Payroll	See above		
Third party payments	<ul style="list-style-type: none"> • Name & Address • Bank account details 		



Function of Data	General Classes of Data	Default Retention Period	Final Position regarding retention
SECURITY			
	CCTV		

Function of Data	General Classes of Data	Default Retention Period	Final Position regarding retention
EDUCATION RECORDS			
Coach Education		<u>For duration of club membership</u>	
Child Welfare Education		<u>For duration of club membership</u>	
Referee Education		<u>For duration of club membership</u>	
SUMMER SCHOOLS / CAMPS			
Administration of camp/competition	<ul style="list-style-type: none"> • Enrolment information • Next of Kin 	<u>For duration of camp</u>	

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Function of Data	General Classes of Data	Default Retention Period	Final Position regarding retention
	<ul style="list-style-type: none"><li data-bbox="459 252 622 276">• Health Data<li data-bbox="459 284 658 308">• Incident reports		