

**Sport and Wellbeing Data
Retention Policy**

Activities	Where is the data held	Retention Period	Basis for retaining the data
Customer Record (MRM)	MRM	6 years after last financial transaction on customer account, or on a child account that if linked to the record	Administrative business need
Sport and Wellbeing Membership details	MRM	2 years	Administrative business need
Sport and Wellbeing BANNED Customers	MRM	Permanent record, but all superfluous data removed 6 years after last financial transaction on customer account, or on a child account that if linked to the record	Administrative business need
Customer Record (Swimsoft)	Swimsoft	6 years after the end date of the last term of lessons attended	Administrative business need

Students' Union Team lists	Sharepoint	1 academic year	Administrative business need
Active Nation	MRM and Email (web form submitted for Consent to Share data). Spreadsheets stored on Sharepoint	See Activity: 'Customer Record (MRM)'. Emails and Spreadsheets kept for a year	Administrative business need
Active Nation	Active Nation System	1 year following the end date of the last term of lessons attended	Administrative business need
Medical forms: Kids' Camp Activity Days	Emailed to Sportwel email account by sitepublisher webform; data transferred to spreadsheet for course	End of course	Administrative business need
Medical forms: Watersports	Paper form	End of course	Administrative business need

Medical forms: Jubilee Swimming Academy	Emailed to Sportwel email account by sitepublisher webform; data transferred to Swimsoft	1 year following the end date of the last term of lessons attended	Administrative business need
Course and Class Attendance details	MRM	See Activity: 'Customer Record (MRM)'	Administrative business need
Bursary applications	Paper form: scanned and added to Sharepoint	4 academic years	Administrative business need
Details of those paying for boat storage	MRM	See Activity: 'Customer Record (MRM)'	Administrative business need
Bursary and TASS Athlete Information (lifestyle support)	Word and Excel records kept on private Sharepoint group	1 year after they have completed TASS/Bursary contract with UoS	Administrative business need
S&C Bursary and TASS Athlete Programmes	Word and Excel records kept on private Sharepoint group	1 year after they have completed TASS/Bursary contract with UoS	Administrative business need
First Aid/Incident forms	Captured on paper, scanned as PDF and kept on Sharepoint	7 years	Administrative business need
yacht charter details	Paper Forms, and customer and booking info on MRM	Paper forms 4 years, scanned in and shredded. For details on held on MRM (customer record and booking record) see Activity: 'Customer Record (MRM)'	To meet MCA Guidance
Watersports instructor details	Spreadsheet	5 years from date of last course taught	Administrative business need

club email correspondance	Sport and Wellbeing email inbox and MRM	1 academic year (emails in inbox); permanent on club MRM record	Administrative business need
Customer Email Correspondance	Sport and Wellbeing and Watersports email inboxes and MRM	Received emails deleted from email accounts as soon as dealt with. Sent items are kept for 1 year. Important emails/Complaints are copied on to the customer's MRM record (see Activity: 'Customer Record (MRM)')	Administrative business need
Kids' Camp Activity Days Information	MRM and Spreadsheet on Sharepoint	Spreadsheet is kept for 1 academic year (after the event). Customer and Booking information on MRM see Activity: 'Customer Record (MRM)'	To meet OFSTED requirements
Kids' Camp Activity Days and JSA Lessons Safeguarding Issues and Concerns	Sharepoint	Kept for 21 years	To meet OFSTED requirements
External bookings across sites - old system	PDF booking form kept on Sharepoint. Customer record and booking info on MRM	1 year post booking. Customer and Booking information on MRM see Activity: 'Customer Record (MRM)'	Administrative business need

External bookings across sites - new system (from 01/04/2019)	Booking form received via email to sportwel inbox (Sitepublisher web form); copy of email kept on customer record on MRM. Customer record and booking info on MRM	Email booking form deleted once attached to MRM. Customer and Booking information on MRM see Activity: 'Customer Record (MRM)'	Administrative business need
Pre-Natal Fitness Forms	Scanned forms on Sharepoint (paper copies shredded)	7 years	Administrative business need
ID Card Applications and Photos	Paper Card applicaton forms are received	Photo deleted from J drive when card has been made. Application forms are shredded as soon as the card is made.	Administrative business need