



Poole Canine Club Data Retention Policy

1. Poole Canine Club 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.
2. 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, 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.
3. Financial Records: Records will usually be kept for the last eight years, in order to ensure that year ends are available and in order to meet statutory requirements.
4. Constitutions: Out of date constitutions may provide historical interest, and may be displayed as part of commemorative exhibitions.
5. Show Catalogues: Show catalogues provide an important historical record. Show entry forms must be retained for twelve months after the show.
6. Committee and AGM/SGM Minutes and Documents: Committee minutes and documents relating to AGMs and SGMs 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.