



## **Guernsey Walking Football**

### **Retention of Data and Sharing of Data Policy**

#### **Data on Paper**

The following should be kept for 6 years and then destroyed:

- Accident/Incident paper Report Forms.
- Completed paper Risk Assessments.
- Completed paper Registers
- Any other similar forms for Guernsey Walking Football run programmes.

#### **Electronic Data**

- Any computer files containing personal information will be password protected.
- Personal information on computer files will be kept for the year of the programme/initiative and then another full calendar year. After this time the files will be destroyed or de-personalised if needed to be kept for statistics.

#### **Photographs**

- Photographs will be stored securely.
- Photographs will only be used and kept where consent has been gained, and for the purposes given.
- Photographs are taken and stored in line with the Guernsey Walking Football Safeguarding policy.
- Photographs on personal devices should be immediately/as soon as possible downloaded to a Guernsey Walking Football PC/Device and permanently deleted from the personal device.
- Photographs may be kept for historical records and review purposes, however there will be no references to individuals or personal information. Such photographs will be securely stored.