

Document and Data Retention Policy

1. INTRODUCTION, SCOPE & APPLICATION

- 1.1 Europe Netball recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of Europe Netball. This document provides the policy framework through which this can be achieved and audited.
- 1.2 The aims of the policy are:
 - 1.2.1 To ensure that Europe Netball does all that is reasonable to comply with the relevant law, especially the General Data Protection Regulation (GDPR, May 2018), when it retains records and information about participants, staff and volunteers, in its planning documents, financial, employee and other records.
 - 1.2.2 To outline to staff their responsibilities for document retention and the timescales involved.
- 1.3 This policy applies to all records created, received or maintained by the members and volunteers of Europe Netball in the course of carrying out its functions.
- 1.4 Records are defined as all those documents which facilitate the business carried out by Europe Netball and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

2. RESPONSIBILITIES

- 2.1 Europe Netball has a corporate responsibility to maintain Europe Netball records and record keeping systems in accordance with the regulatory environment.
- 2.2 Europe Netball is charged with day-to-day operational compliance and will assign any specific responsibilities as required in order to help fulfil its commitment to effective records management.
- 2.3 Individuals must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with this policy.

3. RELEVANT DOCUMENTS

- 3.1 Europe Netball holds personal and other data for a variety of purposes.
- 3.2 The following sections outline the personal information held.
 - 3.2.1 Governance & Management of Europe Netball:
 - 3.2.1.1 Council and AGM
 - 3.2.1.2 Board
 - 3.2.1.3 Europe Netball's Working Groups & Panels
 - 3.2.1.4 Member Associations and their Executives/Boards
 - 3.2.1.5 Officiating personal
 - 3.2.2 Financial Management
 - 3.2.2.1 Expenses
 - 3.2.3 Event Management
 - 3.2.3.1 Teams and Participants
 - 3.2.3.2 Officials

- 3.2.3.3 VIPs
- 3.2.3.4 Accreditations
- 3.2.3.5 Results
- 3.2.4 Anti-Doping
 - 3.2.4.1 Therapeutic Use Exemptions
 - 3.2.4.2 Intelligence
 - 3.2.4.3 Results Management
- 3.2.5 Marketing
 - 3.2.5.1 PR List
- 3.2.6 Education
 - 3.2.6.1 Attendees

4. RETENTION POLICY

- 4.1 For each area as listed in '*Relevant Documents*' above, Europe Netball will identify
 - 4.1.1 Basic file/data description/format
 - 4.1.2 Where data is held
 - 4.1.3 Source of data and collection method
 - 4.1.4 Whether subject is aware of Europe Netball holding their data
 - 4.1.5 Why the data is held, how it is used
 - 4.1.6 Is the data shared and if so is it shared outside the European Union?
 - 4.1.7 Retention Period
 - 4.1.8 Action required at end of retention period
- 4.2 The Europe Netball Chair will maintain an up-to-date list of the types of information retained and this will be reviewed annually.
- 4.3 Data will be disposed of securely at the end of the retention period.
- 4.4 Some data will be held indefinitely as an historic record of Europe Netball and the sport of netball.