



Guernsey Sports Commission

Retention of Data and Sharing of Data Policy

Data on Paper

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

- “On Your Marks” or other one-off programme paper application/consent forms.
- Accident/Incident paper Report Forms.
- Completed paper Risk Assessments.
- Completed paper Registers
- Street Sports Consent forms – to be kept for 6 years after last date of attendance, then destroyed.
- Street Sports Register – names will be removed if no attendance in one year.
- Any other similar forms for Guernsey Sports Commission 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. e.g. On Your Marks Easter 2020 files will be deleted or de-personalised January 2022.

Information Sharing

- Street Sports Evaluation Forms and registers will be shared with those agencies and professionals who are present on the relevant evenings and with those agencies we work with where sharing is of benefit to all parties. A paragraph denoting this practice is included on the Street Sports consent form. Personal information is not recorded on either of these forms.
- Any information shared is done in accordance with the Guernsey Sports Commission Safeguarding Children policy.

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 Sports Commission Safeguarding Children policy.
- Photographs on personal devices should be immediately/as soon as possible downloaded to a Guernsey Sports Commission 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.