

United Kingdom National Cadet Class Association Data and Record Retention Policy

Introduction

The United Kingdom National Cadet Class Association (UKNCCA) recognises the importance of effective file keeping, records and data management to enable it to discharge its functions. This requires, amongst other things, a data and record retention policy.

Data Controllers must comply with the Provisions of the Data Protection Act 1998 ("the Act") even if they are exempt from notification. The eight Data Protection Principles require that data shall be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subjects' rights
- secure
- not transferred to countries outside the EEA without adequate protection

Application Of The Data & Record Retention Policy

This policy applies equally to photographic, microform and electronic media that are used to store records as well as more traditional paper or card records. The period of retention commences once a record is closed.

To comply with the Principles, records containing personal data must be:

- stored appropriately having regard to the sensitivity and confidentiality of the material recorded
- retrievable and easily traced
- retained for only as long as necessary
- disposed of appropriately to prevent them falling into the hands of unauthorised personnel

Storage of Information

All data and records should be stored as securely as possible in order to avoid potential misuse or loss. All data and records will be stored in the most convenient and appropriate location having regard to the period of retention required and the frequency with which access will be made to the record.

Any data file or record which contains personal data of any form will be considered as confidential in nature.

Retention Statement

Data and records should not be kept for longer than is necessary. No data file or record should be retained for more than two years unless :

- Statute requires retention for a longer period.
- The UKNCCA Committee decides it should be retained.

Destruction And Disposal Statement and Procedures

All information of a confidential or sensitive nature on paper, card, microfiche, or electronic media must be securely destroyed when it is no longer required.

All information, in any format, destroyed from any location must have due regard to confidentiality of our members and employees.

When records or data files are identified for disposal in the Policy are destroyed, a register of such records needs to be kept.

Criteria For The Selection Of Records For Permanent Preservation

The Data Protection Act provides an exemption for information about living identifiable individuals that is held for research, statistical or historical purposes to be held indefinitely, provided specific requirements are met:

- the purpose of the processing must be exclusively for these purposes,
- the information is not processed to support measures or make decisions relating to particular individuals, and
- the processing does not cause substantial damage or distress to the individual.

Processing of information is defined in the Act as organisation, alteration, retrieval, consultation or use of the data, disclosure, dissemination, blocking, erasure or destruction.

The UKNCCA consider the retention of event data including details of competitors and their results, together with photographic images taken at these events, meets the selection criteria for permanent preservation and qualify for exemption under the Act.