



Evesham United FC – Data Retention Policy

1. Purpose

This policy sets out how long the club keeps personal data and how it is securely disposed of when no longer needed². The club aims to ensure personal data is kept only for as long as necessary, stored securely, and deleted or destroyed safely.

2. Scope

This policy applies to all personal data held by the club, including data relating to players, parents/guardians, coaches, volunteers, and club officials⁴. Data may be held in paper or electronic form, including **emails and attachments**.

3. Legal Basis

The club processes personal data in line with the **UK GDPR** and the **Data Protection Act 2018**⁶. Personal data will be retained only where there is a legitimate reason to do so, such as legal, safeguarding, or administrative requirements.

4. Retention Periods

Type of Data	Examples	Retention Period
General Emails	Routine enquiries, match logistics, general updates	30 days
Player registration records	Name, DOB, contact details	Duration of membership + 1 year
Parent/guardian details	Names, contact information	Duration of player's membership + 1 year
Medical information	Injuries, conditions, emergency info	End of season + 1 year
Safeguarding / welfare records	Incident reports, concerns	Until individual reaches age 25
Coaching & volunteer records	Contact details, roles	Duration of role + 1 year
Financial records	Fees, payments, invoices	6 years

Type of Data	Examples	Retention Period
Photos & media consent	Consent forms, images	Until consent is withdrawn or membership ends

5. Email & Digital Communication Protocol

- **Accountability:** The club is the Data Controller for all club-related business conducted via email, including correspondence within personal email accounts of volunteers¹⁵.
- **General Retention:** Routine emails are retained only for as long as necessary and will be **permanently deleted after 30 days**.
- **Data Transfer:** Any email containing information required for longer-term retention (e.g., a safeguarding concern) must be moved to the club's secure online system or locked storage immediately, and the original email deleted¹⁶¹⁶¹⁶¹⁶.
- **Personal Email Security:** Volunteers using personal accounts for club business must ensure devices are password-protected and that no club-related personal data is shared with third parties.

6. Secure Storage & Disposal

- Electronic data is stored on password-protected devices or secure online systems.
- Paper records are kept in locked storage with access limited to authorised officials.
- When data reaches the end of its retention period, electronic files are permanently deleted, and paper records are securely shredded.

7. Responsibilities

- The **Club Committee** is responsible for ensuring this policy is followed.
- The appointed **Data Protection Officer** (or nominated member) will maintain a "Data Map" identifying which officials hold personal data to ensure timely disposal.

8. Review

This policy will be reviewed annually.

Next review Date: November 2026
