**Norfolk & Suffolk HPR Field Trial Club Retention Policy**

**Retention Policy**

The Norfolk and Suffolk HPR Field Trial Club will only retain personal data for as long as necessary to fulfil the purposes for which it was collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

Personal data can be further processed and stored for archiving in the public interest and statistical and historical research purposes. When doing so we will consider: any link to the initial purpose, the context the data was collected in, the reasonable expectations of members/competitors/judges, the nature of the data, the consequences of further processing and the existence of appropriate safeguards. Also, whether such data can be ‘anonymised’ if being preserved for archives.

**Financial Records:**

The Norfolk and Suffolk HPR Field Trial Club will retain financial records for a period of 8 years in line with statutory requirements.

**Membership Lists:**

The Norfolk and Suffolk HPR Field Trial Club retains old membership lists in perpetuity as these have historical and statistical value

**Constitutions:**

Out of date constitutions will be retained in perpetuity, as there may be a historical interest in retaining original versions where possible, which may be displayed as part of commemorative exhibitions.

**Field Trial Schedules, Entries, Running Orders and Results:**

Field Trial Schedules and Results provide a gold mine of information and statistics as well as forming an important historical record. Results may be published on the Norfolk and Suffolk HPR Field Trial Club’s website, in the Club Newsletter and social media sites e.g. http://www.hpr2info.co.uk/. Where required, information is shared with the Kennel Club. Manual entry forms are retained for twelve months after the relevant event.

**Training and Educational Events:**

Manual entry forms are retained for 12 months after the relevant event.

**Committee and AGM/SGM Minutes and Documents:**

Committee minutes and documents relating to AGMs and SGMs will be retained as the definitive record of all club business together with the decisions made and policies agreed. Also as an information resource to resolve any procedural issues or disputes.