

Privacy: Data Retention Policy

Policy Statement

We are committed ensuring the responsible, safe and legitimate collection, retention and usage of information about individuals in order to protect their privacy whilst providing controlled access to that information by those with a legitimate and permitted interest. At the beginning of any season Parent / Players and volunteers are asked to sign a consent form which states we can use their data for a set period.

This policy outlines the arrangements for retaining personal data.

Arrangements

We shall:

- Only retain data for the period / season for which it is needed.
- Player details you provided to us, personal contact details shall be held for the season in which they are necessary, and then removed from the electronic database prior to the end of September of the following season, unless you give your permission for them to be retained and re-used.
- Records of complaints shall be removed from all LSFA systems (electronic and paper-based) within two weeks of the conclusion of the complaints procedure
- At the end of each season, the LSFA junior section shall conduct a “data purge” to ensure that the conditions laid down in this policy are upheld.