

Queen's Sport Records Retention Schedule

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
1 Queen's Sports Strategy					
1.1	Queen's Sports Strategy	n/a	Archive	Historic/research value	Queen's Sport
1.2	Records documenting the development and establishment of the Queen's Sport Strategy: working papers	Issue of strategy + 1 year	Review	May hold reference value for review of strategy	Queen's Sport
2 Rules and Fees					
2.1	Rules and Regulations of Queen's Sport	Superceded + 6 years	Destroy	Limitation (NI) Order 1989	Queen's Sport
2.2	Schedule of fees for membership, usage, training	End of financial year + 6 years	Destroy		Queen's Sport
2.3	Timetable of classes	End of academic year + 6 years	Destroy	Available on Queen's Sport website	Queen's Sport
2.4	Contracts for use of facilities e.g. for external tournaments	End of event + 6 years	Destroy	Limitation (NI) Order 1989	Queen's Sport
3 Membership and Usage					
3.1	Membership Application Forms	Expiry/termination of membership + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Queen's Sport
3.2	Membership Database	Expiry/termination of membership + 6 years	Delete	Limitation (NI) Order 1989; Data Protection Act 2018; Members details (students, staff, alumni, family membership which can include children, public) are held on an online system, Gladstone MRM	Queen's Sport
3.3	Requests to terminate membership	Expiry/termination of membership + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Queen's Sport
3.4	Course application forms	End of course + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Queen's Sport
3.5	Health Questionnaires - members	Expiry/termination of membership + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Queen's Sport
3.6	Health Questionnaires - non members	Completion of Health Questionnaire + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018	Queen's Sport
3.7	Membership fees - payments	End of financial year + 6 years	Destroy	VAT Act 1994	Queen's Sport
3.8	Usage fees - payments	End of financial year + 6 years	Destroy	VAT Act 1994	Queen's Sport
3.9	Personal training consultation forms	End of the academic year the last contact was made + 6 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018; forms held by Personal Trainers	Queen's Sport

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3.10	Information about children who attend courses and attend Queen's Summer Schemes	Completion of course or Summer Scheme + 7 years	Destroy	Limitation (NI) Order 1989; Data Protection Act 2018; Forms are both in hardcopy and on a database	Queen's Sport
3.11	Parental consent forms	See retention periods recorded in the 'Safeguarding Children and Vulnerable Adults Policy and Guidance Privacy Note' on the University's Safeguarding webpage			
3.12	Records relating to Regulated Activity	See retention periods recorded in the 'Safeguarding Children and Vulnerable Adults Policy and Guidance Privacy Note' on the University's Safeguarding webpage			
4 Student Members					
4.1	Terms and Conditions of Sports Scholarships/Bursary Schemes/Elite Athlete Programme	Superceded + 6 years	Review	Limitation (NI) Order 1989	Queen's Sport
4.2	Records documenting the award of Sports Scholarships/Bursaries/Entry onto the Elite Athlete Programme to individual students including application forms	Termination of student relationship + 6 years	Destroy/Delete	Limitation (NI) Order 1989; Data Protection Act 2018	Queen's Sport
4.3	Register of Students who were awarded Scholarships/Bursaries/Elite Athlete Programme	n/a	Archive	Research value	Queen's Sport
4.4	Records documenting the award of the annual Blues Award to individual students including application forms	Termination of student relationship + 6 years	Destroy/Delete	Limitation (NI) Order 1989; Data Protection Act 2018	Queen's Sport
4.5	Register of Students who were awarded a Blues Award	n/a	Archive	Research value	Queen's Sport
4.6	Mentoring/coaching records of individual students	Expiry of membership + 6 years	Destroy/Delete	Limitation (NI) Order 1989	Queen's Sport
4.7	Sporting Database - details of students who have free access to the PEC	End of current academic year	Delete	Database is purged at the end of each academic year to ensure it is kept up-to-date	Queen's Sport
4.8	Health Commitment Statement Online Forms - students	Expiry/termination of membership + 6 years	Delete	Limitation (NI) Order 1989	Queen's Sport