## Appendix 2 – ASCB Retention and Deletion Schedule

## Sport/Dept: Netball

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| --- | --- | --- | --- |
| **Personal Data Description** | **Retention Period** | **Deletion Period** | **Comments** |
| Contact list of all squad members | Sep – Aug  each year | Sep Annually |  |
| TASS Applications | May – Jan each year | Anonymized in Feb each year | The anonymised information is kept to assist with the selection of future TASS athletes. |
| BAE Applications | May – Aug each year | Anonymized in Sep each year | The anonymised information is kept to assist with the selection of future TASS athletes. |
| Home Town Stories for athletes nominated for Army Sports awards | Aug – Nov each year | Anonymised in Dec each year | The anonymised information is kept to assist Team Managers with building home town stories for other athletes nominated for the awards. |
| Contact Lists for Corps Secretaries | Indefinitely | Individuals details deleted when they resign from appt | The contact list is a legitimate interest document that is reviewed every 3 months to ensure that the details remain up to date. Once an individual hands over their appt then the contact details are deleted. |
| Team Managers Contact details | Indefinitely | Individuals details deleted when they resign from appt | The contact list is a legitimate interest document that is reviewed every 3 months to ensure that the details remain up to date. Once an individual hands over their appt then the contact details are deleted. |
| Covid 19 Self Declaration certificate | 12 months | Deleted at the 12 month point |  |