## 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  |   |