

International Pole Sports Federation

Document & Data Retention Policy 2020



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1. INTRODUCTION, SCOPE & APPLICATION

- 1.1. The International Pole Sports Federation (IPSF) recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Federation. This document provides the policy framework through which this can be achieved and audited.
- 1.2. The aims of the policy are:
 - 1.2.1. To ensure that we do all that is reasonable to comply with the relevant law, especially the General Data Protection Regulations (GDPR, May 2018), when we retain records and information about participants, staff and volunteers, in our planning documents, financial, employee and other records.
 - 1.2.2. To outline to staff their responsibilities for document retention and the timescales involved.
- 1.3. This policy applies to all records created, received or maintained by staff of the IPSF in the course of carrying out its functions.
- 1.4. Records are defined as all those documents which facilitate the business carried out by the IPSF and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

2. RESPONSIBILITIES

- 2.1. The IPSF Board has a corporate responsibility to maintain IPSF records and record keeping systems in accordance with the regulatory environment.
- 2.2. The CEO is charged with day-to-day operational compliance and will assign any specific staff responsibilities as required in order to help fulfil the IPSF's commitment to effective records management.
- 2.3. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with this policy.

3. RELEVANT DOCUMENTS

- 3.1. The IPSF holds personal and other data for a variety of purposes.
- 3.2. The following sections outline the personal information held.
 - 3.2.1. Governance & Management of the IPSF
 - Board
 - IPSF Staff
 - IPSF Committees, Working Groups & Panels
 - Member Associations and their Executives/Boards
 - Regional Federations and their Executive Boards
 - Officiating personal (head Judges, Judges and Judges Auditors, Officiation Co-Ordinator)
 - 3.2.2. Human Resources
 - Recruitment
 - Operational staff management
 - Management of disciplinary and grievance process

- Health and Safety
 - Payroll and Benefits
 - Consultant Contract Management
- 3.2.3. Financial Management
- 3.2.4. Expenses
- 3.2.5. Event Management
- Teams, Participants and Coaches at national and international level
 - Officials
 - VIPs
 - Accreditations
 - Results
- 3.2.6. Anti-Doping
- TUEs
 - Intelligence
 - Results Management
- 3.2.7. Marketing
- PR List
- 3.2.8. Education
- Attendees

4. RETENTION POLICY

- 4.1. For each area as listed in 'Relevant Documents' above, the IPSF will identify
- 4.1.1. Basic file/data description/format
 - 4.1.2. Where data is held
 - 4.1.3. Source of data and collection method
 - 4.1.4. Whether subject is aware of IPSF holding their data
 - 4.1.5. Why the data is held, how it is used
 - 4.1.6. Is the data shared and if so is it shared outside the EU?
 - 4.1.7. Retention Period
 - 4.1.8. Action required at end of retention period
- 4.2. The secretariat will maintain an up-to-date list of the types of information retained and this will be reviewed annually.
- 4.3. Data will be disposed of securely at the end of the retention period.
- 4.4. Some data will be held indefinitely as an historic record of the International Pole and Aerial Sports Federation and its disciplines.