## Appendix 2 – ASCB Retention and Deletion Schedule

## Sport/Dept: Athletics

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| **Dept/Sport** | **Personal Data Description** | **Retention Period** | **Deletion Period** | **Comments** |
| Athletics general | TASS Applications | May – Jan each year | Anonymised in Feb each year | The anonymised information is kept to assist with the selection of future TASS athletes. |
| Athletics general | BAE Applications | May – Aug each year | Anonymised in Sep each year | The anonymised information is kept to assist with the selection of future TASS athletes. |
| Athletics general | Contact Lists for Regional 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. |
| Athletics General | 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. |
| Cross Country and Road Racing | Nominal Roll containing Number Rank Name and Date of Births | Held for current season | Deleted Jun each year. | Dates of birth are required for all races to ensure individuals are entered in the correct category. At the end of each race all information is deleted except for those selected to represent the army and this information is held for the season to ensure individuals are entered into the correct age category. At the end of each season the information is destroyed. |
| Athletics general | 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. |
| 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. | Team Managers Contact details |
| Athletics General | Covid 19 Self Declaration certificate | 12 months | Deleted at the 12 month point |  |