

Annex A – ASCB Retention and Deletion Schedule

Sport / Dept: Army Rugby Union

Sport / Dept	Personal Data Description	Retention Period	Deletion Period	Comments
Rugby Union - Representative	TASS Applications	May – Jan each year	Feb annually	Deleted as no further requirement to retain
Rugby Union	Team management 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.
Rugby Union	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.
Rugby Union	Nominal Roll containing Number Rank Name and Date of Births, Unit Address	Held for current season	Deleted Jun each year.	Dates of birth are required to confirm age category (U23's etc). At the end of the playing season the information is deleted.
Rugby Union	Home Town Stories for players nominated for Army Sports awards	Aug – Nov each year	Deleted 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.
Rugby Union	Medical details	As long as player plays representative rugby	Once a player no longer represents the Army then the records are destroyed. Important (possibly career shortening) information is recorded on DMICP	These medical details are necessary for the purpose of assessment of working capacity and medical diagnosis.
Rugby Union	Details of individuals ordering Army v Navy tickets. Ticket payment via secure server.	Delivery Address for tickets to be posted to, retained until end of May annually.	1 month after match.	Processed by secure server (third party)
Rugby Union	Unit rugby officer contacts	As long as in the post	Jun/Jul annually	Contact details held to ensure clubs are registered to play, insured, and that information can be relayed to all clubs in a timely manner.

Rugby Union– ARU Membership Scheme (ARUMS)	Name, address, email, phone number, bank details	Indefinitely	Once individual no longer a member of ARUMS	Personal details held electronically of all members of ARUMS for the duration of their membership. This assists in the allocation of international rugby tickets and the collection of annual subscriptions.
Rugby Union– Retail (Shop)	Name, address, email, payment details	6 years	In line with current HMRC guidelines for retention of VAT records and transactions	No financial details are recorded for PayPal transactions for online purchases – limited credit card details are made available by WorldPay for credit/debit card transactions made in person for in house transaction. Personal details for online orders are held electronically on a secure ARU Shop administrative server for contacting customers regarding processing their order.