

Unit data retention schedule

The length of time you should keep different types of data for under General Data Protection Regulation 2018.

| Document | Guideline retention period | Reason |
|---|--|-----------------------|
| Unit starter forms | <ul style="list-style-type: none"> - Pages 3 and 4 (personal details) to be retained until data entered into Girlguiding membership database (GO). - Page 5 (photo preferences) to be retained for duration of section affiliation + 1 year for Rainbows, Brownies and Guides/pages 5 and 6 in case of Rangers. - Page 7 (gift aid) to be retained for 7 years. | Operational policy |
| Information and Consent for Event/Activity forms ('consent forms') | 1 month from date of event | Safeguarding |
| Health information forms | Duration of event. If medical treatment or medication administered, 1 month from date of event | |
| Unit registers/attendance records | 1 year | Safeguarding |
| Notification of accident or incident forms and documents relevant to incident | Retain at unit level until Insurance team at HQ has confirmed they have received a copy of the form and relevant documents | Organisational policy |
| Residential event notification and approval form ('REN forms') | 1 year from date of event | Membership compliance |

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|---|---|-----------------------|
| Event and Activity risk assessment | 1 year from date of event | |
| Home contact agreement/role outline | Duration of event | |
| International residential permission to plan form | Until event has taken place | Membership compliance |
| Unit meeting minutes | 6 years after the expiry of the year in which the minutes were taken. | Organisational policy |