



## **Data Retention Policy – Cobras Basketball Club Ltd**

### **1. Purpose**

Cobras Basketball Club Ltd is committed to managing personal data responsibly in accordance with the **UK General Data Protection Regulation** and the **Data Protection Act 2018**.

This policy explains how personal data is retained, archived, and managed following the end of a player, staff, or volunteer association with the club.

---

### **2. Database Management Systems**

The club uses the following secure club management platforms:

- Coacha
- Spond

These systems are used for operational membership administration, communication, and record keeping.

---

### **3. Active Membership Data**

While an individual is actively participating in club activities, personal data may be retained to support:

- Training and match organisation
  - Communication
  - Safeguarding responsibilities
  - Administrative management
-

## 4. Former Member, Staff, and Volunteer Data

When an individual leaves Cobras Basketball Club:

- Their record will normally be **deactivated or archived** within club management systems.
- Archived records are retained for administrative, safeguarding, or historical reference purposes.
- Records are not routinely deleted unless deletion is requested and legally appropriate.

This approach supports continuity of safeguarding information and club administration.

---

## 5. Data Deletion Requests

Individuals have the right to request deletion of personal data where:

- Data is no longer required for club operations
- Legal or safeguarding retention requirements do not apply

Requests will be reviewed in accordance with UK data protection law.

---

## 6. Communication Data and Telephone Records

Club contact numbers may be stored on the club work telephone device or SIM contacts list for operational purposes.

Parents and members participating in messaging groups such as WhatsApp are responsible for leaving group conversations when they no longer wish to receive communications.

The club does not require retention of personal contacts within personal messaging applications.

Communication via platforms such as **WhatsApp** is intended for operational club information only.

---

## 7. Safeguarding Records

Where safeguarding information exists, data may be retained longer where necessary to protect children, young people, or vulnerable individuals.

Safeguarding retention decisions will follow guidance from the **Information Commissioner's Office**.

---

## 8. Financial and Administrative Records

Financial records will be retained in accordance with UK accounting and legal requirements.

---

## 9. Data Review

The club will periodically review retained data to ensure it remains necessary and appropriate.

---

## 10. Policy Review

This policy will be reviewed annually by Cobras Basketball Club Ltd or when operational or legal requirements change.

---

Cobras Basketball Club Ltd  
[www.cobrasbasketballclub.com](http://www.cobrasbasketballclub.com)

The Cobras Team



Cobras Basketball Club Ltd  
registration number 10333649  
[www.cobrasbasketballclub.com](http://www.cobrasbasketballclub.com)