

5.4f Guildford Health Walks Data retention schedule

The length of time you should keep different types of data for under General Data Protection Regulation 2018. All data forms to be shredded after their period of retention.

Document	Guideline retention period	Reason
Registration forms	Personal details – to be retained until data entered into Guildford Health Walks walkers database	Operational policy
Photo permission forms	To be retained for duration of a walkers affiliation + 1 year	Safeguarding
Registers/attendance records	To be retained for 1 year	Safeguarding
Notification of incident -, safeguarding -, data breach forms and documents relevant to incident	Retain at unit level until Insurance RP has confirmed they have received a copy of the form and relevant documents	Organisational policy
Activity risk assessment	Keep for a year until next annual update in January	Safeguarding
Minutes of Committee meetings	6 years after the expiry of the year in which the minutes were taken.	Organisational policy