This Schedule sets out Youth 1st’s retention periods for personal data relating to services user/clients/customers. However, there may be circumstances where Youth 1st may require to retain some records and/or personal data as evidence in the pursuit or defence of a claim. In such circumstances, the Prescription and Limitation (Scotland) Act 1973 (or The Limitations Act 1980) will inform the retention period of all relevant data.

| **Record/personal data** | **Retention period** | **Storage format/ Location** | **Reference/ Justification** |
| --- | --- | --- | --- |
| **Membership Records*** **Name, Address, Telephone, Email, Web Address, Membership Details.**
 | Duration of Membership or 12 months after the end of membership | * Youth Scotland’s CRM Database
* Contact & Membership details on outlook
* MailChimp Mail List
 | * Internal Policy and Procedures
* Youth Scotland’s Policy and Procedures regarding Membership Information.
 |
| **Events and Training Sign Ups*** **Name, Organisation Name, Email Address**
 | Immediately post sign up to make contact and confirm.After the event to send certificates and evaluate – for the period of 3 months. | * EventBrite
* Internal database
* Registration Sheets
* Attendance Registers
* Electronic – registration to relevant bodies such as Sports Leaders UK or Youth Scotland so qualifications can be recorded and certificates produced.
 | * Internal Policy and Procedures
 |
| **PR & E-bulletin Subscriptions*** **Name, Organisation, Role, Email, Telephone, Address**
 | Duration of subscription until person unsubscribes or requests to be removed.List to be reviewed every 3 months. | * MailChimp
 | * Internal Policy and Procedures
 |
| **Young People events and Activities*** **Name, DOB, Group, Parental Consent Form, Adult Consent Form (if over 16), Registration forms if relevant.**
 | Leading up to and duration of event to make contact and hold consent (if required)Post event to collate statistics. Only collate age range, sex and numbers attending. Keep information for a period of 3 months. | * Paper - Parental Consent Form, Adult Consent Form (if over 16), Registration forms if relevant.
* Electronic – registration to relevant bodies such as Sports Leaders UK or Youth Scotland so qualifications can be recorded and certificates produced.
 | * Internal Policy and Procedures
 |
| **General Contacts*** **Name, Email, Organisation, Role, Address (if relevant)**
 | Duration of relevance regarding contact and in connection with Youth 1st in the course of its work, networking or partnership. | * Outlook database
 | * Internal Policy and Procedures
 |
| **PVG Named Contacts*** **Name, Email, Groups Name, Role, Address, Telephone**
 | Duration of Membership and opting for the Youth 1st PVG support service.If group is no longer a member, the record will be kept for 12 month period then destroyed. | * Internal Database
 | * Internal Policy and Procedures
* Volunteer Scotland Policy and Procedures
* Disclosure Scotland Policy and Procedures
 |
| **PVG Applicants*** **Name, Email, Telephone, PVG Number**
 | Duration of groups membership or if we are informed the person has moved on.PVG Certificates are kept for a period of 3 months and then shredded. | * Internal Database
* PVG File (Certificates – for 3 months)
* Name and PVG No communicated to the Named Contact only via letter.
 | * Internal Policy and Procedures
* Volunteer Scotland Policy and Procedures
* Disclosure Scotland Policy and Procedures
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