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 |