

Data Retention Schedule

Part 1 – individual People

This Document Sets Out What Data Will Be Held, What the Data will be used for , How the data will be shared and how it will be Updated

	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8
	Officers and Officials of ACU-EC	People with Roles in ACU-EC	Members of ACU-EC Competitions Committee	Members of ACU-EC Sport Committees	Members of ACU-EC Facilities Fund Committee	Officers and representatives of ACU-EC Affiliated Clubs	Stewards accredited by ACU-EC	Advertisers in Eastern Centre Gazette and/or ACU-EC Handbook
			WHAT INFO	RMATION WILL	BE HELD			
Name	1	J	1	1	J	1	J	J
Company Name								J
Club	J	J	J	J	J	J	J	
Postal Address	J	J	J	J	J	J	J	J
Email address	J	J	J	J	J	J	J	J

Alternative email	J	1	J	J	J	J	J	
address	-	-	-	-	-			
Telephone	J	J	J	J	J	1	J	
Number								
Mobile telephone	1	J	J	J	J	J	J	
Number								
ACU-EC Roles	J	J	J	J	J	J	J	
Club Roles	J	J	J	J	J	J	J	
Steward Status	J	J	J	J	J	J	J	
ACU Licence	V	J	J	J	J	J	J	
Details								
			WHAT THE	DATA WILL BE U	SED FOR			
Official	J	J	J	J	J	J	J	J
Communications								
from ACU-EC to								
individual people								
Official						J		
Communications								
from ACU-EC to								
clubs		-	-					-
Management of	J	J	J	J	J	J	J	J
ACU -EC by								
Centre Officers								
		WHA	AT DATA WILL BE					Γ
Name	J	1	J	J	J	/ **		
Company Name			-					
Club			J	J		J		
Postal Address								
Email address	J	J	J	J	J	J		

Alternative email							
address							
Telephone	J	J	1	J		J	
Number							
Mobile telephone			1	J		J	
Number							
ACU-EC Roles	J	J	J	J	J		
Club Roles						J	
Steward Status							
ACU Licence							
Details							
		WHAT D	ATA WILL BE PU	UBLISHED IN TH	E ACU-EC HAND		
Name	J	J	J	J	J	√**	
Company Name							
Club			J	J		J	
Postal Address							
Email address	J	J	J	J	J	J	
Alternative email address							
Telephone	J	J	J	1		J	
Number							
Mobile telephone			J	J		J	
Number							
ACU-EC Roles	J	J	1	J	J		
Club Roles						J	
Steward Status							
ACU Licence							
Details							

		WHAT DAT	A WILL BE PUBL	ISHED IN THE EA	STERN CENTR	E GAZETTE	
Name	J	J	1	J	J		
Company Name							
Club			1	1			
Postal Address							
Email address	1	J	1	J	J	J	
Alternative email							
address							
Telephone	V	J	1	1		J	
Number							
Mobile telephone			1	J		J	
Number							
ACU-EC Roles	V	J	1	1	J		
Club Roles						J	
Steward Status							
ACU Licence							
Details							
						** Principal	
						club contact	
						only	

HOW THE DATA WILL BE UPDATED

PERSONAL DETAILS – Annually a copy of the data held for each person will be sent to that person by ACU-EC using email with a request that the individual person replies with any amendments.

CLUB MEMBERSHIP DETAILS – Annually a copy of the data held for the Officials and representatives of each club will be sent to the relevant club secretary by email with a request that the secretary replies with any amendments

ACU-EC ROLES – Will be updated by ACU-EC from the minutes of meetings

ACU LICENCE DETAILS – Will be updated by ACU-EC based on data obtained from ACU Head Office

Data Retention Schedule

Part 2 – Fixture List

ACU-EC Will keep the Following Data in respect of motorcycle sporting events held in the centre or elsewhere by ACU-EC Clubs

Description of data	Retained on ACU-EC Database	Published in real time on ACU – EC Web Site	Published annually in ACU –EC Handbook	Published monthly in Eastern Centre Gazette
Date of event	J	J	✓	J
Club	J	J	V	1
Discipline	J	J	J	J
Status	J	J	J	J
Venue	J	J	>	J
Championship details	J	J	J	J
Secretary of the meeting name & email	J			
address				
Youth Classes	J	J	J	J
Beginner Route	J	J	J	J
Centre Steward Name	J			
Permit No	J			
Projected Rebate	J			
Actual rebate	J			
Date rebate received	J			
Declaration received	J			
No of Riders	J			
Support Charge amount	J			

Date received	J		
Gazette Required	>		
Issue	J		
Notes	J		