

England Shotokan Karate Union (ESKU)

Data Retention Schedule

This table sets out how long the England Shotokan Karate Union (ESKU) retains different categories of personal data, in line with the **UK GDPR, Data Protection Act 2018**, safeguarding requirements, and IMASA governance expectations.

Data Category	Examples	Retention Period	Reason / Lawful Basis
Membership Records	Names, contact details, date of birth, licence number	Duration of membership + 7 years	Contract, legal obligation, insurance, historical records
Junior Membership Records	As above, relating to under 18s	Until member reaches 25 years old or 7 years after leaving (whichever is longer)	Safeguarding, legal protection
Instructor / Coach Records	Qualifications, certifications, roles held	Duration of role + 7 years	Legal obligation, legitimate interests
Grading Records	Results, dates, examiner details	Permanent	Legitimate interests, historical and technical record
Competition Records	Entry details, results	7 years	Legitimate interests
Safeguarding Records	Concerns, reports, outcomes	As long as necessary – normally until individual is 75 years old or in line with safeguarding guidance	Legal obligation, safeguarding
Disciplinary Records	Complaints, investigations, sanctions	7 years from case closure	Legal obligation, legitimate interests
DBS / Criminal Records Data	DBS status, reference numbers (not certificates)	6 months (certificate data not retained)	DBS Code of Practice
Medical / Health Information	Injury notes, medical	1 year after last involvement	Vital interests, consent

Data Category	Examples	Retention Period	Reason / Lawful Basis
	declarations		
Emergency Contact Details	Names, phone numbers	Duration of membership	Vital interests
Financial Records	Invoices, payments, expenses	7 years	Legal obligation (HMRC)
Emails and Correspondence	Relevant emails relating to governance	3-7 years depending on relevance	Legitimate interests
Website / Media Consent Forms	Photo/video consent	Duration of consent or until withdrawn	Consent
Incident / Accident Reports	Injury or incident forms	7 years (longer for juniors)	Legal obligation, insurance

Secure Disposal

At the end of the retention period, data will be: - Securely deleted from electronic systems, or - Shredded / securely destroyed if held in paper form

Review and Oversight

This retention schedule will be: - Reviewed annually - Updated if legislation or IMASA requirements change - Applied consistently across ESKU and affiliated clubs

This schedule forms an appendix to the ESKU Data Protection Policy and should be read alongside the Safeguarding and Disciplinary Policies.