



**CHEERSPORT**  
I R E L A N D

**RECORD KEEPING & RETENTION  
POLICY**

## 1. Introduction

Cheer Sport Ireland (CSI) is committed to maintaining accurate, secure, and compliant records. This policy outlines CSI's standards for the creation, storage, security, retention, and disposal of organisational records.

## 2. Purpose

This policy ensures that CSI meets legal, safeguarding, financial, and governance obligations regarding record keeping.

## 3. Scope

This policy applies to all CSI staff, board members, volunteers, club committees, coaches, and contractors handling CSI data.

## 4. Guiding Principles

- Records must be accurate, clear, and factual.
- Records must be stored securely and accessed only by authorised personnel.
- Retention periods must comply with legal and safeguarding requirements.
- Disposal must be safe, confidential, and documented.

## 5. Types of Records Covered

- Membership and registration data.
- Safeguarding reports and DLP records.
- Garda vetting documentation.
- Incident and accident forms.
- Financial records and receipts.
- Competition entries and event paperwork.
- Medical and emergency information.
- Disciplinary and complaints documentation.
- Images, videos, and media (where consent applies).
- Board minutes, governance records, and club compliance files.

## 6. Safeguarding Records

- Safeguarding records must be kept separate from general files.
- Only the National DLP and National Children's Officer may access national safeguarding files.
- Club safeguarding files must be accessible only to the Club DLP and Club Children's Officer.
- Records must be factual, objective, and free from opinion.
- All safeguarding concerns must be recorded using CSI-approved forms.

## 7. Data Security Standards

- Paper records must be stored in locked cabinets.

- Electronic files must be password-protected and encrypted where possible.
- Data must not be stored on personal devices unless authorised.
- Cloud systems must be GDPR-compliant and access-controlled.
- Only essential personnel should access records.

## **8. Record Retention Schedule**

- Safeguarding records: retained until the child reaches age 25.
- Incident/accident forms: retained for 7 years.
- Vetting records: retained for the duration of involvement + 1 year.
- Medical/emergency contact forms: 1 year after activity ends.
- Membership and attendance records: 3–7 years.
- Financial records: 7 years (Revenue requirement).
- Competition records: 3 years.
- Media (photos/videos): reviewed annually and deleted when no longer needed.

## **9. Access to Records**

- Individuals may request access to their data via a Data Access Request (DAR).
- Access must be granted within 30 days unless legally restricted.
- Third-party data must be redacted.
- Access may be limited in safeguarding cases where it risks harm.

## **10. Record Disposal Procedures**

- Paper records must be shredded using a cross-cut shredder or secure service.
- Electronic files must be permanently deleted (not just recycled).
- Backups must also be removed where applicable.
- A disposal log should be maintained for sensitive records.

## **11. Club Responsibilities**

- Clubs must maintain their own secure systems aligned with this policy.
- Club records must be transferred securely if a DLP or CCO changes role.
- Clubs must ensure old records are archived or disposed of correctly.

## **12. CSI Responsibilities**

- Ensure national-level storage systems meet GDPR standards.
- Conduct regular reviews of retention practices.

- Provide support and templates for clubs.
- Maintain the national safeguarding archive securely.

### **13. Training Requirements**

- Club committees must complete training on storage and retention.
- Staff and volunteers handling records must receive GDPR training.
- Refresher training should occur every two years.

### **14. Non-Compliance**

- Failure to follow this policy may result in disciplinary action.
- Severe breaches may be reported to the Data Protection Commission.
- Clubs may face sanctions for repeated non-compliance.

### **15. Review**

This policy will be reviewed every two years or sooner if legislation changes.

### **16. Approval**

This Record Keeping & Retention Policy was approved by the Board of Cheer Sport Ireland on:  
11/07/2026

#### **Signed:**

FIONA COLLUMB, President/Chairperson

HAYDEN MCGURK, Secretary