

Lizard Peninsula Bowmen

Data Asset Register

A data asset register should be a brief list of what data the club holds, what it is used for, where it is stored, who has access to it, how long it is retained and how it is destroyed when no longer needed.

What Data	What Use	Where stored	Who can access	Retention	How destroyed
Personal Info	Administration	Golden Records	Records Officer and Secretary	Duration of Membership + 2 yrs	Individual's record deleted from program
Scores	Administration	Golden Records	Records Officer and Secretary	Duration of Membership +2 yrs	Individual's record deleted from program
Committee Member's contact data	Contacting the club	Website	Anyone	Duration of Committee membership	Updated with new committee member's details