

**ABBOTS HALL OUT OF SCHOOL CLUB**  
**STORAGE OF PAPERWORK AND ARCHIVING**

All our paperwork is archived every October, when we have renewed our registration forms.

The old registration forms are stored in the locked cabinet in windmill room for a further year then moved to the back of the shed for storage. After the child has left our care for a period of 5 years we can then destroy their registration forms.

Any medical, allergy or accident forms are stored until the child reaches 21. After that time, we will have the paperwork destroyed.

Any financial records are kept for 5 years then destroyed, after talking to the club treasurer.

Any personal information is removed before shredding and disposed of in a different way.

Updated Oct 2019