



2024

# JJIF Data Disposal and Retention Policy

CONFIDENTIAL



# JJIF Ju-Jitsu International Federation

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## 1. Policy Overview

This Data Disposal and Retention Policy outlines the principles and procedures for the retention, preservation, and disposal of data collected, processed, and stored by Ju Jitsu International Federation (JJIF). This policy ensures compliance with applicable laws and regulations, mitigates risks associated with unauthorized data retention, and helps maintain data integrity and security.

## 2. Purpose

The purpose of this Policy is to ensure that:

- Data is retained for periods compliant with legal, regulatory, and operational requirements.
- Data no longer required for organisation or legal purposes is securely disposed of.
- The JJIF reduces risks related to data privacy, data breaches, and data storage costs.

## 3. Scope

This policy applies to all forms of data, including electronic data and physical records, managed by the JJIF or on its behalf by third-party service providers. It covers all staff members, contractors, and third-party partners who have access to such data.

## 4. Data Retention

### 4.1 General Principles

- Data will be retained only for the period necessary to fulfil the specified purposes for which it was collected as stated in the JJIF's Privacy Notice, or as required by law.
- Data retention periods are determined based on legal and regulatory requirements, industry standards, and business needs.
- The lifecycle of each category of data, including creation, storage, usage, and disposal, will be documented in the Data Retention Schedule.

### 4.2 Data Retention Schedule

- The Data Retention Schedule, maintained by the JJIF Data Protection Officer (DPO), specifies the retention period for each category of data.
- The Schedule is reviewed and updated annually or following significant changes to legal or business practices.





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## 5. Data Disposal

### 5.1 General Principles

- Data that has reached the end of its retention period will be disposed of in a manner that prevents loss, theft, misuse, or unauthorized access.
- Data disposal methods will ensure that data is irrecoverably destroyed.

### 5.2 Disposal Procedures

- Electronic data will be securely deleted using methods that ensure it cannot be reconstructed or recovered (e.g., using software designed for secure deletion or physical destruction of storage media).
- Physical records will be shredded or destroyed in a way that the information cannot be read or reconstructed.

### 5.3 Documentation of Disposal

- Records of data disposal, detailing what data was disposed of and how, shall be maintained for an audit period defined by legal and regulatory requirements.

## 6. Roles and Responsibilities

- JJIF Data Protection Officer (DPO): Responsible for overseeing the development, implementation, and annual review of this Policy. Ensures the secure deletion of electronic records and the maintenance of data security practices.
- All staff: Must adhere to this policy and ensure prompt and secure disposal of data as specified.

## 7. Exceptions

Any exceptions to this Policy must be approved by the JJIF DPO and documented, stating the reasons for the exception and the new retention or disposal timeframe.

## 8. Policy Review and Amendments

This Policy will be reviewed annually or as required by changes in legislation or business operations. Any amendments will be approved by senior management and communicated to all stakeholders.





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## 9. Compliance

Failure to comply with this Policy can result in disciplinary action, as it can result in potential legal and financial consequences for the JJIF.

## 10. Approval and Implementation

This policy is approved by the board of directors of the JJIF and is effective immediately. All staff are required to be familiar with and comply with this Policy.

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