

## Archive & Heritage Statement

### 1. Purpose

The Walrus Cruise has operated continuously for over a century. As part of its charitable mission to advance the Christian faith and provide education and training to young people through sailing, the charity has accumulated a significant historical record of its activities.

This statement sets out the principles by which The Walrus Cruise preserves, curates and uses its archive and heritage materials, including photographs and other records, in a manner that is responsible, respectful and consistent with safeguarding and data protection obligations.

### 2. Scope of the Archive

The Walrus Cruise archive may include:

- photographs and video footage;
- written records, logs and publications;
- training and operational materials;
- historical correspondence and documents.

Much of this material documents the participation of children and young people in Cruises over many decades.

### 3. Archival Purpose

Archival material is retained for the following purposes:

- to preserve the history and identity of The Walrus Cruise;
- to evidence and celebrate the charity's longstanding contribution to youth sail training and Christian witness;
- to support education, reflection and learning about how the Cruise has developed over time;
- to provide context for significant anniversaries, publications or historical displays.

Archival retention is distinct from the use of images or records for current promotion or routine communication.

#### 4. Principles of Archival Stewardship

In managing its archive, The Walrus Cruise is guided by the following principles:

- **Respect:** Archival material is handled with sensitivity, particularly where individuals are identifiable as children.
- **Proportionality:** Material is retained deliberately and curated, rather than accumulated without purpose.
- **Access control:** Access to archival material is restricted to those authorised by the Trustees.
- **Context:** Where archival material is used, reasonable steps are taken to provide appropriate historical context.
- **Review before reuse:** Archival material is reviewed before any reuse, especially in public-facing contexts.

#### 5. Relationship to Safeguarding and Data Protection

The Walrus Cruise recognises that archival material may contain personal data. Such material is retained under the lawful basis of archiving in the legitimate interests of the charity and its purposes.

Safeguarding considerations take precedence over archival interest. Where concerns arise about specific material, Trustees may restrict access, contextualise or withdraw material from use.

This statement operates alongside the Data Protection & Privacy Policy and the Safeguarding Policy.

#### 6. Governance and Oversight

Responsibility for the archive rests with the Trustees of The Walrus Cruise.

The Trustees will:

- ensure that archival material is stored securely;
- determine who may access archival material;
- consider archival and heritage matters periodically as part of good governance;
- ensure that the continued retention and use of archival material remains consistent with the charity's values and responsibilities.

#### 7. Status of this Statement

This Archive & Heritage Statement is not an operational policy but a statement of principle, adopted to guide trustee decision-making and responsible stewardship of the charity's historical record.

It will be reviewed periodically and updated if required to reflect changes in law, guidance or the charity's activities.

**Last Updated: February 2026**