Poseidon Lifesaving Club

Procedure for Record Keeping & Data Storage   July 2019

GDPR Guidelines

All records are kept in a secure location and adhere to GDPR guidelines. The information gathered is solely for the purpose of providing a safe and secure environment for all club members. The following is the list of data points collected for each member and parent/guardian:

- *Members Name*
- *Date of Birth*
- *Address*
- *Gender*
- *Medical History*
- *Members RLSS UK Membership Number & Expiry Date*
- *Parents/Guardians Name, Address & Contact Number*
- *Second Emergency Name & Contact Number*
- *Members & Parents/Guardians Signed Parental Consent Form*
- *Members & Parents/Guardians Signed Code of Conduct*
- *Members & Parents/Guardians Signed Camera, Filming & Phone Policy*
- *Members & Parents/Guardians Signed Social Media Policy*
- *Members Attendance History*

The following is the list of data points collected for each Committee Member, Swimming Instructor & Volunteer:

- *Committee Member Signed Code of Conduct*
- *Swimming Instructor/Coach Signed Code of Conduct*
- *Garda Vetting Documentation*
- *Hard Copy of Training Certificates*
- *Members RLSS UK Membership Number & Expiry Date*

Hard Copy Recording and Storage

Member/Parent/Guardian Data/Committee Documentation

All hard copy committee documentation is stored the office of the Club Secretary.

The Rookie members' data is stored in the office of the head coach.

The Survive & Save members' data is stored in in the office of the Club Secretary.

Safeguarding Certification Data

All documentation is stored in a secure location at the clubs CCO's home office.

Competition Documentation

Competition documentation is sent directly to the RLSS Irish Branch.

On-Line Storage

Attendance Records

An attendance record is taken at every training session and an online log is updated via the committee member secure location on the Poseidon website. This allows us to track attendance and free up class space related to attendance. The following is the list of data points collected for the attendance lo:

> ➢ *Member Name*
> ➢ *Yes or No for Attendance*