Poseidon Lifesaving Club

Procedure for Record Keeping & Data Storage   August 30th 2019

GDPR Guidelines

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

The Rookie members' data is stored in the office of the Club Children's Officer.

The Survive & Save members' data is stored in in the office of the Club Children's Officer.

Safeguarding Certification Data

All documentation is stored in a secure location at the office of the Club Children's Officer.

Competition Documentation

Competition documentation is sent directly to the RLSS Irish Branch.

On-Line Storage

All member information is stored in Google Sheets in a secure location on the Poseidon Google domain. Only Committee members and coaches have access to this information. The purpose of the cloud storage is to have immediately available any necessary medical and contact information in case of an emergency.

Attendance Records

Attendance is taken at every training session and an online log is updated via the secure location on the Poseidon Google domain.