

Poseidon Lifesaving Club

Procedure for Record Keeping & Data Storage

August 2026

Revision History

Version	Description of Changes	Approved by
1.0		Approved by Committee in 2019
1.2	Brought document up to date to reflect most documents are online, some specifics re adherence to GDPR	Approved by PLSC Committee August 2026

Members records

Once an applicant has been advised that they may become a member, they are asked to complete an online google form: [Poseidon Membership Form 2026](#)

This form captures the following information:

Member's name

Members Date of Birth

Membership Type

Parent/ Guardian's Name

Parent/ Guardian's/ Adult Member's Mobile number

Parent/ Guardian's/ / Adult Member's email address

Member's Medical Information

Member's GP Name and Phone Number

Royal Lifesaving Society UK (RLSS UK) Membership

Parents / Guardians/ Adult members must complete a section of the form indicating the following:

- They agree that both the child and parent/ guardian /adult member will abide by the rules of Poseidon Lifesaving Club

- They confirm that all details provided are correct and that they will update the club immediately regarding changes.
- They consent to the club storing the information in this form, which is necessary to enable the club operate. (required for GDPR)

Parents / Guardians must complete a section of the form indicating the following:

- They give permission for the coach to authorise medical treatment for their child, should delay of my consent be contrary to their child's interest.
- They acknowledge that Poseidon Lifesaving club is responsible for their child only in formal training sessions.

Attendance Records

Attendance is taken at every training session. A file with a spreadsheet of attendance records is kept in the office at Coral Leisure Wicklow. A copy is maintained in the Poseidon Google drive for record keeping.

Safeguarding Certification Data

All documentation is stored on the Poseidon Google drive

Competition Documentation

Competition documentation is sent directly to the RLSS Irish Branch.

Operating in line with GDPR Guidelines:

Guardian/ parent or Member Consent will be sought to store personal data

Legal basis for processing personal data is Consent and Legitimate interest

The record keeping policy is to store the minimum data set necessary to complete standard club activities – maintain membership and attendance records, payment records, competition records etc

Data 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. The Google storage has been deemed by the committee to be appropriate.

Security: The Poseidon Google domain including email is password protected.

Note:

In September 2026, we plan to ask all members to complete an updated form. This will ensure data is up to date and allow the committee to ensure all members and guardians attention is drawn to the code of conduct and to ensure that they read it again.