

## HSLC Management of Data

As Heanor Swimming and Lifesaving Club is a membership organisation there are certain pieces of information that we require to safely and effectively manage club activities including club nights and competitions. You will have provided this information on your membership forms when you joined the club and we hold this information for the duration of your membership.

This information has been provided to the club for this explicit purpose and we will never share your information within any organisation other than those managing competitions that your child has entered e.g. RLSS, SLSGB and other clubs such as Blyth SLSC and Billingham Forum LSC.

Although this information is never used for marketing purposes, with all the news about the General Data Protection Regulations in the press over the past few weeks we thought you may be interested in knowing what information we keep for club use, who has access to this information and the measures we take as a club to protect the security of your information.

### **Membership database (including medical conditions and photo consent)**

Information held: Swimmers name, parents names, swimmers DOB, address, contact numbers, emergency number, email address, RLSS number, medical conditions, photo consent, risk assessments

Access: Relevant members of HSLC Committee

Sharing: Limited information shared to facilitate competition entry and award processing

Security: Password protected Excel spreadsheet

### **Payments database**

Information held: Swimmers name, payees name, dates and payments made

Access: Treasurer and Vice Treasurer

Sharing: Limited information shared as required to resolve payment issues

Security: Password protected excel spreadsheet

### **Club registers and awards progression**

Information held: Swimmers name, attendance records, awards progression, medical conditions

Access: Coaches, teachers, poolside helpers and Membership Secretary

Sharing: Coaches, teachers, poolside helpers and Membership Secretary

Paper files kept in locked case in storage cupboard except when in use on club nights, paper files kept for a maximum of twelve months from the end of the previous swimming club year

### **Coaches, teachers, poolside helpers and committee members database**

Information held: Name, contact details, attendance, risk assessments

Access: Coaches, teachers, poolside helpers and relevant members of HSLC Committee

Sharing: Coaches, teachers, poolside helpers and relevant members of HSLC Committee

Security: Paper files kept in locked case in storage cupboard except when in use on club nights

### **Coaches and Teachers awards and training records**

Information held: Coach/Teacher name, award undertaken, expiry date

Access: Club Secretary

Sharing: Limited information shared to facilitate planning and maintaining relevant qualifications

Security: Password protected Excel spreadsheet

### **Personal best database**

Information held: Swimmers name, competition results, personal bests, club records

Access: Relevant members of HSLC Committee

Sharing: Limited information shared to facilitate competition entry with club records also available on HSLC website

Security: Password protected Excel spreadsheet for database, club records available on HSLC website

### **Disclosure and Barring Service records**

Information held: Names of volunteers and expiry dates of DBS check

Access: Child Welfare officer

Sharing: None

Security: Password protected Excel spreadsheet