



DRAFT General Data Protection Regulations (GDPR) Policy for Water Safety Area Committee (WSAC) 1st May 2018

Who has access to personal data?

Officers of the Committee, Instructors, Examiners, Treasurers, Trainee Instructors, Local Organisers, Course Organisers, Class Secretary's & Cert Secretary's Coaches & Team Managers as appropriate.

How long should their information be retained for:

Instructors should only have access to personal information for the duration of course and its administration.

Examiners should only have access to personal information for the duration of the examination and processing of results.

Lifesaving Certificates should be shredded or deleted as appropriate after 3 years

Swimming Certificates be shredded or deleted as appropriate after 3 years

Treasurers should ensure that Financial Statements and Accounts are carefully maintained for 3 years and then shredded or destroyed after 7 years.

The Chair shall sign off an IWS GDPR Compliance form on behalf of the WSAC to confirm that the WSAC is GDPR compliant at the AGM each year. This shall be with effect from the 2019 AGM's. This should be handed to the IWS Council Representative at the AGM. Should this form not be completed then the WSAC shall not be in receipt of their Annual Grant from IWS.

Special Circumstances

Personal Information in regard to voluntary service of individuals should be retained in minutes and records of the WSAC for the purposes of validating their service in order to allow them be recognised for the IWS Service Awards.

Minutes of meetings should be retained and archived for historical purposes.

For Historical reasons National Records in Lifesaving Sports are retained indefinitely.

Personal Information on candidates who did not succeed with Trainee Instructor examination can be retained for three years.

Should a member or member of the public wish to exercise their “Right to be forgotten” i.e. to have all their personal data removed from IWS records, then please contact the Data Protection Officer at IWS Head Quarters.

Travel & Subsistence forms shall be retained on the WSAC records for 3 years.

Accident/Incident Report Forms to be retained for 3 years