

## **General Data Protection Regulations (GDPR) Policy for Water Safety Area Committee (WSAC) 22<sup>nd</sup> March 2018**

Who has access to personal data?

Officers of the Committee, Instructors, Trainee Instructor, Local Organisers, Course Organisers, Class Secretary's & Cert Secretary's Coaches & Team Managers

How long should their information be retained for:

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

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

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 shredded or destroyed after 3 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.

### **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.

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 IWS Head Quarters

Travel & Subsistence forms shall be retained on the WSAC records for 7 years.

Accident Report Forms to be retained for 5 years?

Franchise Contracts

Send the contract to Anastasia, is it GDPR compliant?

Revalidation PLG BLG Inland LG courses