



CELTIC DOLPHINS SWIMMING CLUB

GENERAL DATA PROTECTION REGULATIONS

SCHEDULE OF PERSONAL DATA PROCESSED BY THE CLUB

1.0 OVERVIEW

- 1.1 According to its Data Protection Policy regarding the application of the General Data Protection Regulations (“GDPR”), Celtic Dolphins Swimming Club will maintain a Schedule of personnel data processed by the Club.
- 1.2 This Schedule will set out the type of personal information that is typically held, for what purposes it is kept and over what timeframe as well as the processes and measures that are in place to secure the data. Details of any requirement to disclose the data will also be included on the Schedule.
- 1.3 The Committee will review, and update where necessary, the Schedule annually or as and when any changes are highlighted by the Data Protection Officer (“DPO”).

2.0 SCHEDULE

- 2.1 The following Schedule has been prepared and reflects the current situation regarding the treatment of personal data by the Celtic Dolphins Swimming Club as at November 2018.

Type	Purpose	Timeframe/ Process	Security & Disclosures (if any)
Swimmer contact details	To be able to contact the swimmer regarding Club matters including upcoming meets and social events and in the event of an emergency e.g. pool closure, medical issue, injury etc.	This information will be held on file for no longer than one calendar month after the swimmer has left the Club. Printed materials will be shredded.	This information will be held on file and locked in a secure designated storage facility at Pontardawe Swimming Pool. Access to keys will be limited to authorised personnel only.
Swimmer medical questionnaire	To be able to identify any health issues that may affect the swimmers ability to train, compete and take part in any other Club activities.	This information will be held on file for no longer than one calendar month after the swimmer has left the Club. Printed materials will be shredded.	This information will be held on file and locked in a secure designated storage facility at Pontardawe Swimming Pool. Access to keys will be limited to authorised personnel only. Where swimmers are identified as having a medical issue that may affect their ability to train and/ or compete, in the interest of their health this information

			may be shared with the management of the pool where they train and with the Head Referee in advance of any upcoming competitions who may share this with any official who requires this information to ensure the safety and wellbeing of the competitor.
Annual application for Swim Wales membership	In order to allow them to compete, all Club swimmers are required to be members of Swim Wales which is subject to an annual fee.	This information will be destroyed at the point of the data being updated to the Swim Wales membership database. Printed materials will be shredded.	Access to the Swim Wales membership database is via a secure web based platform. Swim Wales will have access to this information as the governing body for swimming in Wales.
Meet entry forms	All swimmers are required to compete at swim meets on a regular basis which is usually subject to an entry form being submitted to the Fixtures Secretary (some events are via a web based platform via the competition body).	This information will be destroyed at the point that the data is updated to the Team Managers database. Printed materials will be shredded.	Members post their entries in the locked post box at Pontardawe Pool. The returned meet entry forms will be collated by the Fixtures Secretary who will enter the data on the Team Manager database which is subject to a secure log in and then destroy the paperwork.
Hotmail and Outlook email accounts	To issue updates to members regarding key Club activities e.g. upcoming meets and social engagements, results, news etc.	Email addresses of Club members will be deleted from the Member distribution lists for both accounts at the point a swimmer is confirmed as leaving the Club.	Access to these email accounts is password protected and available to designated personnel within the Club only. Emails will be circulated to the membership using the blind copy tool. The Membership Secretary will provide notification of the departure of the swimmers as soon as practically possible.
Codes of Conduct	All swimmers and their main guardians (i.e. spectators) are required to sign and return a confirmation slip that they have read and understood the Club's Code of Conduct regarding pool	This information will be held on file for no longer than one calendar month after the swimmer has left the Club. Printed materials will be shredded.	The Club Welfare Officer collates the confirmation slips and stores them in a file which is locked in a secure designated storage at Pontardawe Swimming Pool. The Welfare Officer also updates an Excel spreadsheet to

	etiquette and general behaviour.		reflect the return of the confirmation slips.
Annual Members Survey	To seek views from members regarding the performance of the Club and source new volunteers to support Club activities going forward.	Individual survey returns will be destroyed once the data has been entered, analysed and written up. Printed materials will be shredded. To enable trends to be assessed over time however, the survey results report will be kept indefinitely. The survey results report is shared with Celtic Leisure, however the respondents detail are anonymous.	The Committee Chair collates the returned surveys and stores them over the short term in a file which is locked in a secure designated storage at Pontardawe Swimming Pool.
DBS Application System	Those involved in the delivery of any poolside activities must have DBS certification to ensure the safeguarding of the Club's swimmers. This also applies to the Committee.		The Club Welfare Officer oversees this process via access to a secure web platform which is password protected. No paperwork is involved in the process of vetting new volunteers and coaches, all measures are undertaken digitally
Training Register	To record attendance at Club training sessions to access overall pool numbers and identify absenteeism.	Attendance at training is recorded digitally by via the Team Manager's tool. Once a swimmer has left the Club, the Team Manager system will be updated within one calendar month of their departure from the Club.	"Team Manager" is subject to a secure log only accessible by authorised personnel
Committee Papers	To record key decisions and updates regarding progress on key activities.	Agendas, minutes and supplementary documents that are discussed at meetings by the Club Committee will be kept for 6 years.	This information is held digitally by the Committee Chair, access to which is via a password protected laptop. Papers are issued to Committee Members in advance of each committee meeting on the basis of them being confidential.
Competition Results	To provide and issue a record of swimmers	A digital record of results is maintained via the Club's	Competition results are assessed and circulated by email

	individual performances at swim events.	Team Manager system which feeds into a national swimming database.	to competing swimmers by the Fixtures Secretary. This information is derived via secure access to the Club's "Team Manager" software. The results are also published online to the Club's website. Only the Chair of the Club's Committee has access to update the Club's website in this regard.
Swimmer Food Diaries	To be able to assess the nutritional quality of swimmers diets on the basis of their training and competing requirements.	Food diaries are completed by swimmers periodically each year and this information will be kept for as long as the swimmer continues to swim at the Club. Within one calendar month of the swimmer officially leaving the Club the Food Diaries (current and historic) will be destroyed. Printed materials will be shredded.	This information is collated and analysed by the Club's Nutritionist who keeps this information in a locked facility at her home. The Club's Nutritionist also maintains work based records of a similar nature as part of her role with the NHS. The Club's Nutritionist is responsible for destroying this information following the departure of swimmers from the Club.
Videos of swimmers training and/or competing	Videos of swimmers training and competing are recorded periodically by the Club coaches for the purposes of analysing their existing and improving their swim fitness and technique.	Any group video footage will be reviewed annually by the Head Coach and deleted if it is no longer relevant. Footage of individual swimmers will be deleted within one calendar month of the swimmer leaving the Club.	This information is held by the Head Coach and may be shared with members of the Club's coaching team. Access to the videos is via a pass protected device.
Social media	The Club uses social media, mainly Facebook (posts to which are automatically tweeted on Twitter), to publicise the Club and the many achievements of its swimmers. This often includes the uploading of photographs.	On joining the Club new members are required to complete an application form which includes whether they consent to their information and photographs being shared on social media.	Access to the Club's social media accounts is password protected and limited to the Chair of the Club Committee or authorised Committee Member(s) delegated by her. Posts that are published to the sites by the Club and/or by others who are 'Friends/ Followers' are regularly monitored by the Committee

			<p>for errors and/ or inappropriate content. Action is swiftly taken by the Chair/ authorised Committee Member(s) to address any issues including editing/ deleting content (where the post is uploaded by the Club) and ‘unfriending/ unfollowing’ the person posting independently to the site/s.</p> <p>The Club has a Policy on Social Media which will be reviewed in the new year in line with GDPR.</p>
Applications for new Club kit	When attending swim events, Club swimmers are expected to wear branded kit applications for the purchase and personalisation of which are made to the Club according to an application form.	Application forms will be shredded after use.	<p>Members post their applications either on line via the Club’s email account or via the locked post box at Pontardawe Pool.</p> <p>This information is then passed on to the Club’s kit provider who is required to comply with the GDPR and clauses relating to data protection considerations</p>
Website	The Club has a website which provides promotional information about the Club as well as factual information for existing or prospective members. The website includes the results of competitions as well as individual and group photographs of the swimmers.	<p>On joining the Club new members are required to complete an application form which includes whether they consent to their information and photographs being shared online.</p> <p>The website is updated on a regular basis to ensure that the results listed are no later than 2 years old.</p> <p>New images are also regularly uploaded to the site of the current members.</p>	<p>Access to the website is pass word protected via a secure lap top.</p> <p>Access is also limited to the Chair of the Club Committee.</p>