

WALSALL ARTISTIC ROLLER SKATING CLUB

DATA PROTECTION, RECORDS AND DOCUMENTS POLICY

1. Statement of Intent.

The club will use its best endeavours to keep any data or documents it holds relating to club members and coaches confidential and will only disclose them by consent or as required by law.



2. Documents held

The Club holds the following records and documents:

- a. Personal details relating to club members and (where appropriate) the member's parent or guardian.
- b. Limited Medical information.
- c. Accident records.
- d. Records of achievement.
- e. Records relating to Coaches' qualifications.
- f. Minutes of meetings
- g. Constitution, policies and practices.

3. Access.

- a. A member (or their parent or guardian) will be given access to any personal information held by the club at the first available opportunity. They may take any copies they wish at their own cost.
- b. The constitution, all policies and practices and the constitution shall be made available through the Club website.
- c. Agendas and Minutes of all club meetings shall be made available through the Club website unless they relate to disciplinary matters in which case they shall only be made available to those present at the meeting.
- d. Except for the member himself, only Club coaches and members of the Committee shall be permitted access to the personal records and then only to the extent required to carry out their functions.
- e. A request for Disclosure of any records to any person other than as provided for by this policy shall be refused unless it is required by law.

4. Security

Save for those documents available upon the club website all other documents shall be securely stored in hard copy only.

5. Removal or destruction.

- a. Any member can request the club to give them the original copy of their documents and exercise their right under the Data Protection Act to prevent the Club holding any records about them. A member who exercises this right shall be deemed to have resigned from the club.
- b. The club may destroy records of members who have left the club but generally will not do so until a period of 3 years has elapsed.