



Record Keeping Policy

October 2017

It is necessary for the Club to keep various documents relating to individual members. These documents are only available to the person or persons who require this information in order to carry out their role within the club.

Grievance Procedure

All documents kept relating to the Club Grievance Procedure will be kept by the current Child Welfare Officer until the child/children leave the club. At this time either the documents will be destroyed or all names will be removed from the documentation.

Poolside Discipline Policy

All documents relating to the Poolside Discipline Policy will be reviewed annually and then destroyed unless they are part of an ongoing discipline issue.

Medical Records

All documents relating to medical records will be kept until a swimmer leaves the club and then destroyed.

Membership Details

All documents relating to membership of the Club will be kept for a period of up to 18 months after the member leaves the club and then destroyed.