



Sealions

Private Swim School



Data Retention Policy

The new Data Protection Act 2018 came into force on 25th. May, 2018, it sets out legal requirements, which include how businesses collect, store and share personal information.

The data administrator for Sealions Swim School is Mrs Donna Cullum.

Sealions Swim School collects the following information solely to effectively run the business of teaching swimming;

- Childs Name and Date of Birth
- Any relevant known medical conditions that Sealions Swim School needs to be aware of to ensure the health, safety and welfare of the child and to enable reasonable adjustment and differentiation to be applied during the lesson to best suit the child.
- Name, address, telephone number and email address of a parent/ guardian.
- Childs current level of swimming ability

This information is collected on an enrolment form which is normally completed and returned prior to commencement of lessons. Enrolment forms can be completed on paper or online at www.swimsealions.net or www.swimsealions.co.uk. If enrolment is completed online the information is transferred via the website hosting service to the Sealions Swim School email provider, copies of the initial information as well as any subsequent email correspondence and meta data specific to the online transaction utilised are also retained by both service providers. Paper copies of enrolment forms are available on request.

For practical use all information supplied by the customer is then transferred onto a secure Customer Database on an isolated device which is not connected to any external network and any paper copies of the information are destroyed, all reasonable measures are taken to ensure both the physical and virtual security of the device. Customer information is not shared with any third party unless there is a legal obligation to do so.

Information is deleted from the Customer Database, website hosting service and Sealions email provider within 6 months of the cessation of lessons, if a child subsequently returns for future lessons, customers are required to complete a fresh enrolment form.



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As part of our lesson procedures we also use a paper based Attendance Register which allows us to record attendance of the children but also prompts the teachers and lifeguards about any relevant medical condition for the child using brief medical notes alongside child's name. These registers are used on pool-side and procedures are in place to ensure that the information remains secure. All paper based registers are destroyed at the end of a course.

Access to any information provided by customers is restricted to the data administrator and authorised staff members directly involved with the child's lessons. Digital information provided in forms and subsequent correspondence can be accessed by service providers contracted to provide the hosting, maintenance and running of the Sealions Swim School websites and email services.

It is the customer's responsibility to advise Sealions Swim School in writing if there are relevant changes to the child's medical condition and these changes will be recorded in the same manner as the information held on the initial enrolment forms. Digital copies of the correspondence are deleted within 6 months of the cessation of lessons and paper copies are destroyed once the information has been transferred to the Customer Database.

Your Rights

Your personal information and personal information relating to your child is your property and as such you have certain rights regarding the management of that information.

You have the right to request a paper copy of all the information held by Sealions Swim School relating to your child.

You have the right to request amendments to the information held relating to your child.

You have the right to ask that all information relating to yourself and your child is deleted.

You have the right to object to manner in which Sealions Swim School manages your information.

Should you wish to enact any of your rights pertaining to your data, please contact Mrs Donna Cullum at 82 Daggett Road, Cleethorpes DN35 0EN or by email at sealions96@gmail.com