MERIDIAN RF & DC

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**Data Protection Policy**

In conjunction with the EU General Data Protection Regulations (2018) and the Data Protection Act (1998), alongside guidance provided by the Federation of Artistic Roller Skating (FARS), Meridian Roller Figure and Dance Club have implemented the following policy.

**Safeguarding**

Due to the high-risk nature of the sport, all skaters under the age of 18 are required to have a parental consent form and photographic consent form filled out. This is to ensure the safety of both skaters, coaches and volunteers whilst participating in activities. These forms are issued by FARS and are expected to be returned to Meridian RF & DC with urgency after enrolment.

The parental consent form and photographic consent form contain the following information –

* Child’s full name
* Child’s date of birth
* Parents full name(s)
* Full address
* Telephone number(s)
* E-mail address(es)
* Medical and/or dietary requirements (this is in case of an emergency if ever an ambulance was needed)

**Storage**

These forms are kept in paper form in a secure manner by the Meridian RF & DC treasurer. These forms are kept for a significant period after a skater has ceased skating.

Medical conditions/dietary requirements are kept on a separate paper document and are carried with the treasurer alongside the weekly register. These documents are always supervised by a Meridian official when they are at the Walnuts Leisure Centre.

**Squad Members**

Once a skater is invited to join Meridian RF & DC’s squad, their details are transferred to an electronic register that is housed on password protected computers accessed by the Meridian RF & DC secretaries.

The electronic register is used to share information with other clubs, as well as FARS, when skaters are entered into competitions. Only appropriate information is shared, usually the skaters name and date of birth.

Parents of skaters under the age of 18 are required to sign an information sharing form to grant their permission for their child’s data to be used.

No information is shared unless necessary and will only be shared on a need to know basis.

**Adult Skaters**

Skaters over the age of 18 are required to follow the same process as their younger counterparts. Adult skaters are responsible for themselves and must consent to their own information being shared.

**Accident Forms**

Meridian RF & DC require accident forms to be filled out for any significant injury. A significant injury is an injury in which an ice-pack, plaster, bandage, hospital visit or any other medical attention is required. Meridian RF & DC also define a significant injury as involving any head, neck and back injuries.

These forms are housed in the accident book that is stored in a locked cabinet in the Walnuts Leisure Centre. Only Meridian RF & DC have access to this cabinet, the Walnuts Leisure Centre staff do not. These forms are kept until the injured skater reaches 21 years of age. If the skater is already over this age, the form will be kept for 7 years after the accident has taken place.

The Walnuts Leisure Centre record details of less significant injuries. For information about the Walnuts Leisure’s accident and injury policy, please contact the centre directly.

**Withdrawal**

Due the nature of the sport, Meridian RF & DC require access to this information all the while a skater is actively participating in the sport.

If a skater decides to leave the sport, they are able to request that their information be withdrawn. For skaters under the age of 18, parents may request this on their behalf. Any information that is withdrawn will be destroyed appropriately by Meridian RF & DC’s secretaries and treasurer.

If a skater does not request a withdrawal, their information will be kept on record for a significant period of time once a they have ceased skating. For non-squad skaters this will be for up to 7 years. For squad members this will be for up to 10 years. Skaters who wish to return after this period may request that their information is kept until their return.

Policy implemented on 25th May 2018.

Policy updated on 25th May 2018.