

Listed below are the recommendations for storing, destroying and accessing records and various other forms related to Wellbeing and Protection.

| DOCUMENT                               | WHERE TO STORE | WHO HAS ACCESS  | HOW LONG TO KEEP  |
|--|----------------|---|---|
| Application Form                       | Secure         | Interview panel   | Until person leaves   |
| Self-Declaration Form and References   | Secure         | WPO and recruitment panel. Scottish Swimming only if requested following a query from a PVG application | <p>These should be either securely scanned and stored on a password protected file or alternatively stored as a paper copy in a locked filing cabinet.</p> <p>If a volunteer requires a PVG, then the self dec and reference forms should be reviewed and stored securely until the PVG comes back as complete. At that point a spreadsheet can be updated to reflect that the Self Dec and references were reviewed and accepted, noting the date and name of referees. These forms can then be disposed of.</p> <p>If a volunteer does not require a PVG, then once the committee reviews the self dec form and references, then a spreadsheet can record that the forms were received, and satisfied your requirements, noting the date and name of referees. Then the forms can be disposed of.</p> |
| Incident Reports                       | Secure         | WPO/President or Chair/SASA Safeguarding Officer/other professional agencies depending on follow up     | 12 months   |
| Accident Forms                         | Secure         | WPO or President/Chair and possibly insurance company / other investigation authorities.                | 12 months   |
| Permission to use Camera / Video Forms | Secure         | WPO or appointed club personnel   | 12 months   |
| Permission to use Video / Camera Forms | Secure         | WPO or appointed personnel  | 12 months   |

Please note that all documentation may be required for any criminal investigation.

Definition of Secure: Kept in a locked place with restricted access. If at WPO's home can be stored in for example, a locked desk drawer or attic. If in a general office, documents must be in a locked filing cabinet with no other key holders. If an electronic version is stored, it should be password protected.

How to dispose: Shred, burn or delete if electronic copy