

BEYOND THE WATER Approved Training Centre

Telephone No: 07746132602

Email: sarah@beyondthewater.co.uk

Guidance Document: Data Protection Policy

What data is collected?

To participate in qualifications, training courses, swimming sessions or events through Beyond the Water, you are required to complete forms fully which may include personal and identifiable details including:

- Name
- Address
- Age
- Date of Birth
- Emails, telephone numbers etc
- Relevant medical information
- Emergency contact information – including name(s), address, and telephone number(s)

How are your details used?

- In the case of a medical emergency, your details may be shared with emergency services, along with your next of kin details
- Medical details and medication are an essential part of any handover to the emergency services should the need arise
- Beyond the Water will never use your data to contact you for marketing or events unless permission is given by you
- Beyond the Water may contact you directly if changes to a qualification, course, swim session or event occur that you are booked on to, which require your personal attention
- Beyond the Water uses the information provided by you to register you with the relevant Awarding Body when you are attending training courses or qualifications

It is your responsibility to inform Beyond the Water if any of your details change before your next qualification, training course or swim session / event.

Beyond the Water will not be held responsible for any incorrect information held that has not been updated in accordance with this policy.

How are your details stored?

- Beyond the Water will never sell, give, or allow your data to be accessed by any other company without your consent
- Your details will be stored in compliance with Data Protection Regulations
- Only specific individuals within Beyond the Water will have access to this information
- At least one of these individuals will be present at any given event or session

Your details will be stored for a maximum of 2 years after your last course or session with us and then destroyed. After this time, you will be required to complete a new declaration form to continue participating in sessions or events Beyond the Water.

For qualifications and training courses: Your details will be stored for the period required by the awarding body and regulator and then destroyed.

STA: Safety Training Awards

Swimming Teaching Qualifications	
Qualification Title	Retention Period
STA Level 2 Award in Teaching Swimming	5 Years
STA Level 2 Certificate in Teaching Swimming	5 Years
STA Level 2 Award in Coaching Open Water Swimming	5 Years
STA Level 2 Award in Mermaiding and Monofin	5 Years
Lifesaving Qualifications	
Qualification Title	Retention Period
STA Level 2 Award in Open Water Safety	2 Years
STA Level 2 Award in Safety Award for Teachers	2 Years
STA Level 2 Award in Pool Lifeguarding	3 Years
STA Level 2 Award in Pool Emergency Responder	2 Years
First Aid Qualifications	
Qualification Title	Retention Period
STA Level 3 Award in First Aid at Work	3 Years
STA Level 3 Award in Emergency First Aid at Work	3 Years
STA Level 3 Award in Paediatric First Aid at Work	3 Years
STA Level 3 Award in Paediatric Emergency First Aid at Work	3 Years
STA Level 2 Award in Basic Life Support and Safe Use of Automated External Defibrillator	2 Years

RLSS: Royal Lifesaving Society

Regulated RLSS Qualifications	
Qualification Title	Retention Period
RLSS UK Level 3 Award in Pool Lifeguarding (NPLQ - Gen 10)	7 Years
RLSS UK Level 3 Award in National Pool Supervisor Qualification	7 Years
RLSS UK Level 3 Award in First Aid at Work	7 Years
RLSS UK Level 3 Award in Emergency First Aid at Work	7 Years
RLSS UK Level 3 Award in Paediatric First Aid at Work	7 Years
RLSS UK Level 3 Award in Paediatric Emergency First Aid at Work	7 Years
RLSS UK Level 2 Award in Basic Life Support and Management of Anaphylaxis	7 Years
RLSS UK Level 2 Award in Automated External Defibrillator (AED)	7 Years
RLSS UK Level 3 Award in Basic Life Support for Adults, Children and Infants (including drowning)	7 Years
Unregulated RLSS Qualifications	
Qualification Title	Retention Period
RLSS UK National Water Safety Management Programme (NWSMP)	2 Years
RLSS UK Water Rescue Equipment Training	2 Years
RLSS UK Pool Extraction Board (PXB)	2 Years
RLSS UK National Rescue Award for Swimming Teachers and Coaches (NRASTC)	2 Years
RLSS UK National Rescue Award for Swimming Teachers and Coaches LIGHT (NRASTC LIGHT)	2 Years
RLSS UK Emergency Response Pool (ER-Pool)	2 Years

Your right to access information held about you

- You have the right to request a full Data Subject Access Request from Beyond the Water at any time. This is a full disclosure of any information that is held about you. This is free of charge and will be provided within 1 calendar month of the request.
- Please send all DSAR's via email to sarah@beyondthewater.co.uk

If you have any questions, please contact Sarah Wiseman – Lead Tutor and Coach

Monitoring and Review

Beyond the Water will regularly review this policy and the procedures for any improvements as part of our quality assurance requirements. This will ensure it is fit for purpose, reflects the services and training we deliver to our learners and we provide services and courses which are relevant to the requirements of individual needs. Regular reviews will ensure that we are adhering to our quality policy statement.

The policy will be reviewed a year after development and then annually, or in the following circumstances:

- Changes in legislation and/or government guidance
- As a result of any other significant change or event

Policy issue date: **23rd January 2024**

Policy review date: **22nd January 2025**

Sarah Wiseman

sarah@beyondthewater.co.uk

www.beyondthewater.co.uk

Beyond the Water

107 Dalnabay

Silverglades

Aviemore

Inverness-shire

PH22 1TA

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Version Control

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