

Video Analysis & Recording Policy

Keynsham Amateur Swimming Club (KASC) adheres to the child safeguarding policy and procedures established by Swim England, known as Wavepower. As an affiliated club of Swim England, KASC implements its policy in conjunction with the current version of Wavepower, which can be viewed at:

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>.

Purpose and Lawful Basis:

KASC uses video recordings of swimmers for stroke analysis and technique improvement. This is based on *explicit, informed consent from swimmers (age 13+) and/or parent/guardian*, with the legitimate interests of providing safe, high-quality coaching.

What We Will Do:

- Record only action shots that aid swimming technique analysis.
- Filming will *never* take place in changing rooms, toilets, or other prohibited areas.
- Camera use is strictly limited to approved coaches.
- Consent is checked before every recording, per club records.
- Parents/guardians and swimmers will always be informed in advance when filming occurs and may view footage if requested.
- Footage is reviewed only by the swimmer, the coach, and (if requested) parents/guardians.

Footage Storage & Retention:

- Videos will be deleted immediately after their coaching purpose is served, at the end of a coaching session, or within 24 hours at most.
- Longer retention periods are specifically prohibited.
- All footage is stored solely on secure, encrypted club devices, and never on personal devices, clouds, or computers.
- After deletion, the coach cross-checks with another suitable individual to ensure deletion was successful.

Withdrawal & Rights:

- Consent can be withdrawn at any time by contacting the Club Welfare Officer or Club Secretary.
- Club members (including children over 13) or their parents/guardians may request to see, review, or have deleted any footage of themselves/their children.
- All requests are recorded in the club's Video Recording Log.

Controller Identity:

KASC is the data controller. Inquiries, withdrawals, and concerns may be sent to KASC Club Welfare Officer(s) or Club Secretary as listed on <https://www.keynshamswimmingclub.co.uk/>

Age-Specific Consent Rules:

- Children aged 13+ may give their own consent, in addition to (not instead of) their parent/guardian.
- Under 13, parent/guardian consent is required.

Safeguarding & Appropriate Footage:

- No filming of swimmers climbing in/out of the pool or on poolside, with the exception of appropriate filming of starts or dives.
- Filming of starts or dives must be from a side or suitable front angle and never from behind the starting blocks.
- No sharing, uploading, or distributing video footage beyond the immediate swim club coaching context.
- These standards reflect Swim England's Wavepower and Swim England Photography Guidance on appropriate images and filming of children in aquatic sports.

This policy operates under and does not replace the latest Swim England Wavepower guidance. Where there is any conflict, Wavepower takes precedence.

Complaints/Concerns:

If you have concerns regarding safeguarding or data protection, contact the Club Welfare Officer/Secretary or, for unresolved GDPR issues, the Information Commissioner's Office (ICO).