



Wexford FC

Ferrycarrig Park, Wexford, Y35 E296 / info@wexfordfc.ie

LEG 1.11

FAO

Football Association of Ireland
National Sports Campus,
Abbotstown, Dublin 15, D15 X8PD

Record Keeping Procedures

At Wexford FC it is our aim to maintain all records according to the following;

RECORD KEEPING

- All information gathered by Wexford FC shall be stored in a secure location with access only by the Child Welfare officer & Club CEO, Statutory Authorities, and where necessary Authorised Signatories.
- All records shall be maintained in an accurate manner to ensure the protection of children and all information shall be recorded.
- Records shall be presented so that clear information may be accessed by the Statutory Authorities if necessary.
- Child Welfare and Safeguarding casework such a complaint or investigation will be held for 5 years from when the casework began plus one year.
- Garda Vetting applications are stored and kept as detailed in the FAI Policy document, FAI Child Welfare & Safeguarding Policy www.fai.ie
- The Club holds all information in accordance with data protection legislation and in line with the FAI Data Protection Policy.
- Information shall not be passed to third parties unless by consent or deemed necessary for the protection and welfare of Children or otherwise in line with the Policy and the data protection policy.

Yours in sport

Dated this _22nd day of October 2024

Signed Sealed and Delivered by

[Full name of **authorised signatory, Date**]:

Alan Browne

22nd October 2024