



Launceston Swimming Club Data Protection Policy

LSC's data protection policy sets out the organisation's commitment to protecting personal data and how it implements that commitment with regards to the collection and use of personal data and complying with the principles of the Data Protection Act

1. The Data Protection Policy Statement

The LSC is committed to:

- complying with the eight data protection principles, as listed below
- ensuring that a nominated officer is responsible for data protection compliance and is the point of contact for all data protection issues
- ensuring that LSC members handling personal data know where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- that complaints and/or breaches of data security are dealt with in accordance with Information Commissioners Office (ICO) procedures
- regularly reviewing the data protection policy and guidelines within LSC.

The Data Protection Principles (Data Protection Act 1998)

The eight principles state that personal data shall be:

- fairly and lawfully processed;
- processed for specified purposes;
- adequate, relevant and not excessive;
- accurate and up to date;
- not kept longer than necessary;
- processed in accordance with the data subject's rights;
- secure against unauthorised processing, loss or damage;
- not transferred to countries outside of the EU without adequate protection.

2. GDPR Policy Statement

LSC is committed to supporting Swim England, as Data Controller in their adherence to the 6 principles of GDPR. We will:

- only use the information to operate as a swimming club
- only collect the required and relevant information to maintain member records
- only collect the information stated in the LSC membership forms: name, date of birth, address, email address, telephone number, medical data
- only collect the information stated in the ASA registration form to process on the Swim England on-line membership database: name, date of birth, gender, address, email address, telephone number, ethnic group
- in addition to the data being passed to Swim England, the data will be shared with the following in the delivery of training sessions and entering events: club coaches, club officials and club team managers
- only collect the following information from the Swim England on-line membership database: Swim England membership number, names of the Swim England affiliated



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clubs that you are a member of and details of any coaching or officiating licenses you hold

- publish results of competitions and events of which the data is limited to age group, name and competition event time
- keep the information up-to-date and accurate
- keep it in a form that only allows identification as long as is necessary for processing
- keep the data securely.

3. Responsibilities

1. The **LSC Data Protection Officer (DPO)**- is responsible for oversight of all issues relating to Data Protection
2. **All LSC members** are required to:
 - adhere to the Data Protection Act Principles in their handling and recording of personal information, whether on computer or paper
 - comply with LSC's Data Protection Policy and keep personal data securely
 - notify the DPO if they know or suspect a data security issue has occurred

3. Data Processor and Data Controller obligations

LSC operates as the Data Processor for Swim England who is the Data Controller.

4. Data Subject Rights

Individuals (data subjects) have the right under the Data Protection Act to access their personal data held by LSC upon their request. Such requests from individuals or their representatives should be referred to the DPO.

The consent of the individual must be obtained before their personal information can be shared with a third party organisation or individual. Their consent must be on the basis of being fully informed and be freely given.

5. Complaints

Individuals who wish to make a complaint relating to a breach of the Data Protection Act or about their personal data not being processed in line with this policy, can contact the club on the following email address: launceston.swimming@hotmail.co.uk

6. Review and Approval

This policy is reviewed and approved annually by the LSC Committee.

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