



Bottisham Swimming Club: Data Protection Policy (May 2018)

Prepared by Suzy Ashworth (Chair)

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Why do we need a Data Protection Policy?

Bottisham Swimming Club (“the Club”) needs to gather and use certain information about individuals: for example, members, parents, children on the waiting list and those who have applied for a trial, coaches, officials, volunteers and other people the Club has a relationship with or may need to contact. This policy describes how this personal data must be collected, handled and stored to meet the Club’s data protection standards and to comply with the law.

This data protection policy ensures that Bottisham Swimming Club:

- Complies with data protection law and follows good practice;
- Protects the rights of individuals involved in the Club;
- Is transparent about how it stores and processes individuals’ data; and
- Protects itself from the risks of a data breach.

Data Protection Law

The Data Protection Act 1998 and the General Data Protection Regulation (GDPR) describe how organisations must collect, handle and store personal information. The Privacy and Electronic Communications Regulations (PECR) sit alongside the Data Protection Act. They give people specific privacy rights in relation to electronic communications. Data protection rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act and GDPR are underpinned by eight key principles, which require that personal data should be:

1. Processed fairly and lawfully;
2. Obtained only for specific, lawful purposes;
3. Adequate, relevant and not excessive;
4. Accurate and kept up to date;
5. Not held for any longer than necessary;
6. Processed in accordance with the rights of data subjects;
7. Protected in appropriate ways; and
8. Not transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of data protection.



The GDPR gives individual “data subjects” the following rights:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

Who does this policy apply to?

- Members of the Committee
- All coaches and volunteers of Bottisham Swimming Club
- All contractors, suppliers and other people working on behalf of Bottisham Swimming Club

What information does this policy apply to?

It applies to all data that the club holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This includes:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Date of birth
- Medical information

What’s the Club’s legal basis for holding and using data?

The GDPR requires each organisation that holds personal data on individuals to define the legal basis on which they hold and use this data.

Bottisham Swimming Club is an unincorporated organisation. The Club primarily holds data for Club members and contractors and will only use this data for legitimate purposes. The legal activities of the Club are defined in the Club’s Constitution and our membership rules and policies. These are publically available on our website or available by direct request to the Club.

The Club will only hold and use data for the purposes detailed in these documents. The Club’s legal basis for processing data under the GDPR is “Legitimate Interest”: i.e. it is required that we do so for the purpose of fulfilling our responsibilities to the relevant individuals as a swimming club.

The absolute minimum data required for the Club to carry out its membership



activities are member names, dates of birth, postal addresses, email addresses and telephone numbers. In addition, members' medical information is required.

The Club also holds other personal data on volunteers, prospective members, and those involved in some way with the Club. This data is held for either legal, insurance or for the legitimate activities of the Club as laid out in the Club's Constitution, membership rules and policies. The Club's legal basis in holding this information under the GDPR is "Legitimate Interest".

What are the data protection risks that this policy addresses?

This policy helps to protect Bottisham Swimming Club from some very real data security risks, including, but not limited to:

- Breaches of confidentiality: for instance, information being given out inappropriately;
- Reputational damage: for instance, the club could suffer if hackers successfully gained access to sensitive data;
- Legal liability: if laws or regulations are breached, whether or not inadvertently.

Responsibilities

Coaches and committee members within Bottisham Swimming Club each have responsibility for ensuring data is collected, stored and handled appropriately. Each individual that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

However, these people have key areas of responsibility:

The Executive Committee is ultimately responsible for ensuring that Bottisham Swimming Club meets its legal obligations.

David Halsall (Secretary) is responsible for:

- Keeping the Club's Committee updated about data protection responsibilities, risks and issues.
- Reviewing all data protection procedures and related policies, in line with an agreed schedule.
- Arranging data protection training and advice for the people covered by this policy.
- Handling data protection questions from contractors, members and anyone else covered by this policy.
- Dealing with requests from individuals to see the data Bottisham Swimming Club holds about them (also called 'subject access requests').

General coach and volunteer guidelines:

- The only people able to access data covered by this policy are those who need it for the legitimate pursuit of the interests of the Club;
- Data must not be shared informally. When access to personal data is required to be passed on, coaches or volunteers can request it from the Secretary. Personal data must not be disclosed to unauthorised people,



- either within the club or externally;
- Bottisham Swimming Club will arrange training for all Club coaches and volunteers if requested, to help them understand their responsibilities when handling data;
- Coaches and volunteers must keep all data secure, by taking sensible precautions and following the guidelines below;
- In particular, strong passwords must be used and they must never be shared;
- Data must be regularly reviewed and updated if it is found to be out of date. If no longer required, it must be deleted and disposed of; and
- Coaches and volunteers must request help from the Secretary if they are unsure about any aspect of data protection or their responsibilities.

How is the data stored?

When data is stored on paper, it must so far as reasonably practicable be kept in a secure place where unauthorised people cannot see it. (This includes data that is usually stored electronically but has been printed out.)

When not required, the paper or files must be kept in a locked drawer or filing cabinet.

Coaches and volunteers must make sure paper and printouts are not left where unauthorised people could see them. Data on paper must be shredded and disposed of securely when no longer required.

Club data is stored predominantly via the SwimClubManager platform, to which nominated committee members, volunteers and coaches have full access, and to which each individual connected with the club has access in respect of their own personal data. SwimClubManager is GDPR and Data Protection Act 1988 compliant: see here <https://www.swimclubmanager.co.uk/data-protection-policy/> for its data protection policy, and its privacy policy is here: <https://www.swimclubmanager.co.uk/privacy-policy/>.

When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts: data (including and specifically access to SwimClubManager) must be protected by strong passwords that are changed regularly and never shared.

If data is stored on removable media, these must be kept locked away securely when not being used.

Data must only be stored locally on the designated club laptop, and must only be uploaded to approved cloud computing services (at present: SwimClubManager, Hy-Tek, Sportsys).

Any Club laptop containing personal data must be kept locked away securely when not being used. Data must be backed up frequently. Data must never be saved directly to laptops or other electronic devices not belonging to the Club.



Data use

Personal data is of no value to Bottisham Swimming Club unless the Club can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

When working with personal data, employees and volunteers must ensure the screens of their computers are always locked when left unattended.

Personal data must not be shared informally. In particular, it must never be sent by email unless password-protected.

Personal data must never be transferred outside of the European Economic Area.

Personal data must always be accessed and updated using the central copy of any data, which is held in SwimClubManager.

Personal data must not be saved on any device other than those owned by the Club.

Data accuracy

The law requires Bottisham Swimming Club to take reasonable steps to ensure data is kept accurate and up to date. The Club does this predominantly by requiring members and parents to update their information by using their own SwimClubManager accounts. However, the Club acknowledges that the more important it is that the personal data is accurate, the greater the effort Bottisham Swimming Club must put into ensuring its accuracy.

It is the responsibility of all coaches and volunteers who work with personal data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in as few places as necessary: the central place for holding data is SwimClubManager. Coaches and volunteers must not create any unnecessary additional data sets.
- Coaches and volunteers must take every opportunity to ensure data is updated. For instance, by confirming a member's details when they contact the Club.
- Bottisham Swimming Club will make it easy for data subjects to update the information the Club holds about them, for instance, by providing them with a SwimClubManager account.
- Any inaccuracies in data must be updated when discovered. For instance, if a member can no longer be reached on their stored telephone number or email address, it must be removed from the database.
- Members who unsubscribe from email communication must never be contacted by this method and any email information must be removed from Club records.

Subject access requests

All individuals who are the subject of personal data held by Bottisham Swimming Club are entitled to:



- Know what information the club holds about them and why;
- Know how to gain access to it;
- Be informed how to keep it up to date; and
- Be informed how the club is meeting its data protection obligations.

If an individual contacts the club requesting this information, this is called a subject access request. Subject access requests from individuals should be made by email or letter, addressed to the Club Secretary (secretary@bottishamswimclub.org.uk).

The Club will respond to subject access requests free of charge. However, the Club reserves the right to charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. The fee charged will be based on the administrative cost of providing the information.

The Secretary will always verify the identity of anyone making a subject access request before handing over any information.

Disclosing data for other reasons

In certain circumstances, data protection legislation allows personal data to be disclosed to law enforcement agencies or in case of medical emergency without the consent of the data subject.

Under these circumstances, Bottisham Swimming Club will disclose requested data. However, the Club's Executive will liaise to discuss its necessity before doing so if it is reasonably practicable for them to do so.

Personal data breach

If there is an actual or suspected personal data breach this must be reported to the Club Secretary without delay. The Secretary will investigate and determine what action is necessary.

If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, Bottisham Swimming Club will:

- Take action to prevent any further data breaches;
- Inform those people adversely affected without delay;
- Document the data breach and actions taken;
- If appropriate, inform the Information Commissioner's Office within 72 hours; and
- If relevant, instigate disciplinary proceedings.

Providing information

Bottisham Swimming Club aims to ensure that individuals are aware that their data is being processed, and that they understand how their data is being used and how to exercise their rights.



To these ends, the club has a privacy statement setting out how data relating to individuals is used by the club. This is available on request. A version of this statement is also available on the website (www.Bottishamswimmingclub.org) and is available in the documents section of SwimClubManager.

Electronic Communication

The club uses email communication as its main form of communicating with members, volunteers, parents and coaches.

Having provided an email address and/or telephone number, a member can have those details removed from the Club's records at any time. Individuals are prompted to correct and add or remove details when they join the Club and when they renew their membership.

Blind copy must be used for member, coaches', volunteer group and event participant emails and communications with these groups should be predominantly through the SwimClubManager platform.

Coaches and volunteers must, so far as reasonably practicable, use a Club email address when communicating on behalf of the Club with external organisations.

Annex: Member privacy statement

Bottisham Swimming Club takes your privacy seriously and we will only use your personal information for legitimate Club purposes, which may include some or all of the following:

- To administer your membership;
- To send you updates regarding any changes to training;
- To keep you informed about Club news, events, activities, and opportunities; and
- To invite members to swim in galas.

We will not pass your personal information to third parties except when legally required to do so, or in the event of medical necessity. We will keep your personal information for 2 years after your membership or involvement with the club has lapsed or ended. It is efficient and economical for the Club to contact you by email or telephone, and we require you to provide an email address and at least one telephone number in order that we can communicate with you in this way.

Further information regarding our data protection policy can be obtained by contacting the Club directly or from our website (www.bottishamswimclub.org.uk).