

Data Protection Policy

The Data Protection Act 1998 (the Act) came into effect on 1 March 2000. The act stipulates that all organisations must have appropriate security to protect personal information against unlawful or unauthorised use of disclosure, and accidental loss, destruction or damage. Having completed a self-assessment guide Scottish Swimming are obliged to notify and as an Association we are required to comply with the eight data protection principles.

In terms of the Act, Scottish Swimming is the 'data controller', and as such determines the purpose for which, and the manner in which, any personal data are, or are to be, processed.

Scottish Swimming must ensure that they have:

1. OBTAINED DATA FAIRLY AND LAWFULLY

Scottish Swimming will always put their name on all paperwork, we will state what we intend to use the information for and also state if, and to whom we intend to give the personal data.

2. HOLD DATA ONLY FOR SPECIFIC AND LAWFUL PURPOSES

Scottish Swimming will ensure that if they intend to use data for direct marketing purposes that data subjects are made aware of this and given the opportunity not to have their particular data processed in this way. A simple tick box system is included on all paperwork.

If the data held by Scottish Swimming is passed to a third party for any reason this is done with the permission of the data subjects and the 3rd party must sign a declaration form stating how they will use the data. They must also agree not to copy the data for further use.

3. DATA HELD IS RELEVANT, ADEQUATE AND NOT EXCESSIVE FOR ITS PURPOSE

Scottish Swimming will monitor the quantities of data held for their business purposes and ensure that we hold neither too much nor too little data in respect of the individuals about whom data is held.

4. DATA HELD IS ACCURATE AND KEPT UP TO DATE

All errors must be rectified as soon as Scottish Swimming becomes aware of an error.

Scottish Swimming provides its clubs with a copy of their member's data once a year for information and updating where relevant. All records are then amended accordingly.

5. DATA IS NOT KEPT LONGER THAN NECESSARY

All financial data will be held for seven years and then destroyed.

All personal data will be removed from the system after one year if membership has lapsed.

6. SECURITY

Scottish Swimming ensures that they have adequate security precautions in place to prevent loss, destruction or unauthorised disclosure of the data.

All Scottish Swimming computers have a log in system, which allows only authorised personnel to access personal data. Passwords on all computers are changed frequently.

All personal, financial and child protection data is kept in a locked filing cabinet and

can only be accessed by the Chief Executive, Director of Operations, Finance Manager, Volunteer Manager, Executive Officer and Chair where appropriate.

When Scottish Swimming staff are using laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.

7. PREVENTION OF THE ACCIDENTAL LOSS OR THEFT OF PERSONAL DATA

The University of Stirling Server which can be accessed at any time automatically backs up all data held by Scottish Swimming. This server is located in a different building from the Scottish Swimming HQ.

Scottish Swimming's offices are locked outwith office hours and only staff have keys to access the building.

8. TRANSFER OF DATA

All personal data held by Scottish Swimming must not be transferred outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

MANUAL DATA

All membership forms are filed by club and district and these are located within the Scottish Swimming's main office. These files are cleared on an annual basis and the forms are destroyed every year for those members no longer in membership.

THE RIGHTS OF INDIVIDUALS

All individuals that Scottish Swimming hold data on have the right to:

- Be informed upon request of all the information held about them within 40 days.
- Prevent the processing of their data for the purposes of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal or correction of any inaccurate data about them.

Scottish Swimming has the right to charge a fee (presently no more than £10) for this service.

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