



## **Modernian Swimming Club**

(Affiliated to the ASA East Region and Bedfordshire County ASA)

### **Data Protection Policy**

The Data Protection Act 1998 came into effect on 1st March 2000. Having completed a self-assessment guide the Modernian Swimming Club (the Club) must comply with the eight data protection principles. In terms of the Data Protection Act 1998, the committee 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. The committee must ensure that they have:

- **Obtained data fairly and lawfully.** The Club 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.
- **Hold data only for specific and lawful purposes.** The Club 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 the Club 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.
- **Data held is relevant, adequate and not excessive for its purpose.** The Club 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.
- **Data held is accurate and kept up to date.** All errors must be rectified as soon as the Club becomes aware of an error. All records are then amended accordingly.
- **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 of non- membership has lapsed. With the exception of swimming records achieved by the member.
- **Security.** The Club must ensure that they have adequate security precautions in place to prevent loss, destruction or unauthorised disclosure of the data.

**March 2015**