

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.