



Data Protection for Coaching Staff and the Committee

The information that we hold on swimmers, their families and other members of the club in electronic form (for example, on laptops, tablets, desktops, memory sticks and smart phones) or as hard (printed or hand-written) copy is covered by the Act. A breach of confidentiality or security is a serious offence contrary to the conditions of the Act and the consequences are very serious.

Briefly ...

The Data Protection Act

The Data Protection Act controls how (your) personal information is used by organisations, businesses or the government. Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- *used fairly and lawfully;*
- *used for limited, specifically stated purposes;*
- *used in a way that is adequate, relevant and not excessive;*
- *accurate;*
- *kept for no longer than is absolutely necessary;*
- *handled according to people's data protection rights;*
- *kept safe and secure;*
- *not transferred outside the UK without adequate protection.*

There is stronger legal protection for more sensitive information such as: ethnic background, political opinions, religious beliefs, health, sexual health and criminal records.

It is your responsibility to make yourself fully aware of the contents and implications of the Data Protection Act.

You are responsible for any and all information you have access to or have in your possession on individuals who are members of the club; this includes swimmers, parents, coaches, committee members and volunteers.

A few useful guidelines:

- do not pass on any information held by the club to anyone without the express permission of a committee member, preferably the Chairperson. This includes telephone numbers and email addresses. **Committee members are to make themselves fully aware of when and with who information can be shared. Best advice: if you're unsure ... DON'T!**
- double-check your email addresses before you click send;
- **always** send any group emails to parents as blind copies;
- do not discuss personal and private information where others may overhear, for example, when inducting new members;
- do not leave any sensitive or personal information (hard copy, memory stick, phone, tablet, laptop) in your car overnight or when the vehicle is left unattended for a significant period of time;
- all laptops, tablets, desktops and memory sticks on which member's details are held must be password protected to prevent unauthorised access in the event of theft or loss;
- all mobile telephones which hold emails containing swimmers' details must be password protected or the email must be deleted to prevent unauthorised access in the event of theft or loss;
- documents containing personal information must be password protected before emailing as we have no secure email system;
- discussing personal details of swimmers and parents with others (outside the club committee or coaches) without the express permission of parents is a breach of confidentiality;
- carry only the information you need to meets, off-site training and social events;
- hard copies of information should be kept secure while in your possession and not shared with anyone outside the club or left where others have access to them;
- sharing of information with agencies such as Swim Wales, the ASA will only be done by the committee or the welfare officer;
- once a swimmer has left the club, their details (other than name, date joined and left the club, and any significant incidents or accidents) shall be deleted from computers, laptops and club records.

A signed copy of this will be kept by you and Newtown Swimming Club.

Print Name

Date

Position in Club

Signed