



Data Protection Policy

Leicester Sharks Competitive Swimming Club, in line with Data Protection laws will only ever obtain and hold information personal to you that is relevant to meet the needs of the club and which has been obtained or authorised by you.

As an affiliated club all members are requested to hold a Swim England Membership of which the relevant personal data will be sent for registration.

Swimming times achieved at competitions are displayed on the club website as well as with Swim England for British Rankings for all times achieved at licensed meets.

All additional information is held by the management of the club during the duration of the individual's membership, a list of which is available on request along with where and how the information is held. This can be obtained from the Club Secretary.

"Data Protection Promise"

Leicester Sharks Competitive Swimming Club, promise that we will:

- Value the personal information entrusted to us and make sure we respect that trust.
- Go further than the letter of the law when it comes to handling personal information and adopt good practice standards.
- Consider and address the privacy risk first when we are planning to use or hold personal information in new ways, such as when introducing new systems.
- Be open with individuals as to how we use their information and who we give it to.
- Make it easy for individuals to access and correct their personal information.
- Keep personal information to a minimum and delete it when it is no longer needed.
- Have effective safeguards in place to ensure personal information is kept securely and does not fall into the wrong hands.
- Provide training to those who handle personal information and treat it as a disciplinary matter should they misuse it or do not look after personal information properly.
- Put appropriate human and financial resources into looking after personal information to make sure we can live up to our promises.
- Regularly check that we are living up to our promises.

Signed: Lisa Luff – Chair on behalf of Leicester Sharks Competitive Swimming Club May 2018

Leicester Sharks Competitive Swimming Club