



*[www.salmon-club.org.uk](http://www.salmon-club.org.uk)*

*Over 40 Years of disabled swimming*

# Data Protection Policy

**October 2013**

**Also available in large print (16pt) and electronic format via Website.**

# Data Protection Policy

## 1 Purpose

The Data Protection Act 1998 (DPA) came into force on 1<sup>st</sup> March 2000. It is concerned with the rights of individuals to gain access to personal information held about them by an organisation or individual within it, and the right to challenge the accuracy of data held. Individuals have a right to apply for access to information held about them by the Salmon Club, or to information about a third party if they have appropriate permission to do so.

The terms of the Act related to data held in any form, including written notes and records, not just electronic data.

The Salmon Club (Club) is committed to ensuring that personal data is collected, stored and disposed of in a secure and appropriate manner. We respect the data subject's right to privacy and accuracy, and their right to access their own personal data where appropriate.

## 2 Scope

This policy outlines how the Club will fulfil its obligations in accordance with the Data Protection Act 1998. The Club needs to process certain data (see section 3 of this policy, Definitions) relating to volunteer staff and members in order to fulfil its purpose and to meet its legal obligations. The Salmon Club will process such information according to the [Data Protection Principles](#) that are set out in the DPA.

## 3 Definitions

Personal data is identified by the Salmon Club under the following terms:

Photographs, written personal details, video recordings, audio recordings, and any combination of items that can be assembled to identify an individual.

Classes of information currently held by the Salmon Club may include:

- a) Personal details.
- b) Health Care Professional letter.
- c) Physical or mental health or condition.
- d) CRB checks for volunteers.
- e) [Website](#)
- f) .
- g) .
- h) .
- i) .

The DPA defines both [personal data](#) and [sensitive data](#). Data processors must ensure that the necessary conditions are satisfied for the processing of personal data and in addition that the extra, more stringent, conditions are satisfied for the processing of sensitive personal data.

Personal data has a wide ranging definition and can include not only items such as home and work address, email address, age, home/mobile telephone number but also photographs and other images.

Sensitive personal data consists of nature of disability (physical or mental health or condition), emergency contact details (name and telephone number), G.P. name and telephone number and letter from Health Care Professional and CRB information for volunteers.

[For further definitions, see the Data Protection Glossary.](#)

## 4 Key Principles

The Club will process all personal data according to the [8 principles of the Data Protection Act](#).

Club Data Areas as defined in section 5 will be responsible for the following aspects of data protection, which are regarded as essential for data integrity and security:

- a) Awareness of the [8 principles](#) as detailed in the guidelines and in the act.
- b) Suitability of [storage facilities](#).
- c) Retention and deletion of records.
- d) Internal/External disclosure and sharing procedures.
- e) Knowledge of [subject access data request procedures](#).
- f) Review of local information policy.
- g) Clearly defined roles and responsibilities.
- h) Incident reporting.
- i) Knowledge of data sharing arrangements (eg with Everyone Active/Council)
- j) How to deal with Freedom of information Requests.

## 5 Responsibilities

The Club, as Data Controller, is responsible for all Data Protection policies and procedures. Any Data Protection incidents should be reported to the Chairman / Data Protection Officer.

**Chairman:** [chris.bowles@salmon-club.org.uk](mailto:chris.bowles@salmon-club.org.uk)

**Data Protection Officer:** [alan.redlich@salmon-club.org.uk](mailto:alan.redlich@salmon-club.org.uk)

The following Executive Committee Members have responsibility for overseeing day-to-day data processing activities in the following data arrears:

Chairman, President, Vice Chair, Treasurer, Admin and Membership Secretaries and Data Protection Officer, (High level access).  
Health & Safety Advisor, Water Safety Officer and Webmaster (Moderate level access).  
Door Staff Co-ordinator, Trips Organizer (Minimum level access).  
Door and Poolside volunteers (Low level access).  
All data processors are responsible for awareness of, and adherence to, relevant Data Protection policies and procedures.

## 6 Linked Policies/Related Documents

[General Health & Safety](#)

[Protection of Children and Vulnerable Adults](#)

[Emergency Procedures](#)

[Helpers Training](#)

[First Aiders](#)

[Data Protection Glossary](#)

[Data Protection Subject Access Request Form](#)

## 7 Relevant Legislation

[Data Protection Act 1998](#)

[Human Rights Act 1998](#)



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# Data Protection Guidelines

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## Data Protection Glossary

This glossary explains some of the words and terms associated with data protection issues. Parts of this information have been taken from the glossary available on the [UK information Commissioner's website](#).

### Collection Texts

Collection texts are the “small print” that appear on forms, which are sometimes called privacy statements. They are used to inform the person from whom personal information is being collected, the data subject, how their information will be processed.

### Consent Forms

Consent forms are forms that are used to obtain the permission of the data subject for their personal information to be used for a particular purpose. A consent form can be used at the point of collection (as part of the collection text) or later, if the particular purpose was not explicitly mentioned when the information was collected. They are sometimes called permission forms.

### Data Controller

A person who determines the purpose for which, and the manner in which, personal information is to be processed. This may be an individual or an organisation and the processing may be carried out jointly or in common with other persons.

In the case of the Salmon Club (Club), the club is the data controller because it determines the purposes for which, and the manner in which, any personal information is processed or is going to be processed. This includes being responsible for destroying the information when it is no longer relevant. Individual members of the Executive Committee Members, Committee Members and Volunteer Front-desk and poolside Staff, who process data on behalf of the Club, are data users.

The Data Controller contact for the Club is the Chairman.

### Data Processor

A person, who processes personal information on a data controller's behalf. Anyone responsible for the disposal of confidential waste is also included under this definition.

In the case of the Club, a data processor is any person or organisation that processes data or disposes of confidential waste on behalf of the Club.

## Data Protection (DP) Principles

The Data Protection Act (1998) sets out 8 Data Protection Principles. In summary these state that personal information shall:

- 1) Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met;
- 2) Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
- 3) Be adequate, relevant and not excessive for those purposes;
- 4) Be accurate and kept up to date;
- 5) Not be kept for longer than is necessary for that purpose;
- 6) Be processed in accordance with the data subject's rights;
- 7) Be kept safe from unauthorised access, accidental loss or destruction;
- 8) Not be transferred to a country outside the [European Economic Area](#), unless that country has adequate levels of protection for personal data.

Also, further details are given by the [Office of the information Commissioner](#) and the [Ministry of Justice](#).

## Data Subject

This is the living individual who is the subject of the personal information (data).

## Data Subject Access Request

See [Subject Access Request](#)

## Notification

Notification is the process by which a data controller's processing details are added to a register. Under the Data Protection Act every data controller who is processing personal information needs to notify unless they are exempt. Failure to notify is a criminal offence. Even if a data controller is exempt from notification, they must still comply with the data protection principles.

[The Office of the Information Commissioner](#) maintains a public register of data controllers. A register entry only shows what a data controller has told the Commissioner about the type of data being processed. It does not name the people about whom information is held.

Annually, The Club will notify the Office of the Information Commissioner that personal data is being processed and give the classes of personal data that are processed by the Club, the types of people whose personal data can be processed and the purposes for which the data is processed. Details of the Club's notification may be viewed on the [Office of the Information Commissioner's website](#).

## Permission Forms

See [Consent Forms](#).

## Personal Data

Personal data means information about a living individual who can be identified from that information and other information which is in, or likely to come into, the data controller's possession.

Within the Club, personal data, sometimes also called personal information, is any information about a living individual that can be used, either on its own or in conjunction with other information held by the Club or other information likely to come into the possession of the Club, to identify that person. It includes any expression of opinion about an individual and any indication of the intentions of the Club in respect of the individual. It includes information stored in any medium: paper and electronic, text, image, audio and visual.

## Privacy Statements

See [Collection texts](#).

## Processing

Processing means obtaining, recording or holding data or carrying out any operation or set of operations on data.

Processing of personal information includes collecting, using, storing, destroying and disclosing information.

## Recipient

Recipient, in relation to personal data, means any person to whom data is disclosed, including any person (such as a committee member or agent of the data controller, a data processor or a volunteer or agent of the data processor) to whom it is disclosed in the course of processing the data for the data controller. It does not include any person to whom disclosure is or may be made as a result of, or with a view to, a particular inquiry by or on behalf of that person made in the exercise of any power conferred by law (eg Police enquiries).

## Sensitive Personal Data

Sensitive personal data includes:

- 1) Their physical or mental health or condition.
- 2) The commission or alleged commission of any offence.
- 3) Any proceeding for any offence committed or alleged to have been committed

## Subject Access Request

Under the DPA, individuals can ask to see the information about themselves that is held on computer and in some paper records. If an individual wants to exercise this subject access right, they should write to the person or organisation that they believe is processing the data.

A subject access request **must be made in writing** and be accompanied by the appropriate fee (if hard copies are requested). A request must include enough information to enable the person or organisation to whom the subject is writing to satisfy itself as to their identity and to find the information.

A reply must be received within 40 days. A data controller should act promptly in requesting any further information necessary to fulfil the request. If a data controller is not processing personal information of which this individual is the data subject, the data controller must reply saying so.

In the case of the Club, a data subject access request (DSAR) should be made to the Chairman or Data Protection Officer. A DSAR must be made in writing using the appropriate form; you can download the **Data Subject Access Request Form** (word) from the Club website or get hard copy from the front desk staff.

## Third Party

Third party, in relation to personal data, means any person other than:

- a) The data subject.
- b) The Club (the data controller)
- c) Any data processor or other person authorised to process data for the Club or processor.

## Committee Members (CM) & Volunteer Staff (VS) Guidelines

Staff should be aware who is responsible for Data Protection compliance issues within the Club. Contacts are listed in the [Data Protection Policy](#). You should be aware of the [8 Data Protection principles](#) and be aware of [how requests for information should be handled](#).

### Your Rights

As for anyone whose personal data the Club processes, you have the right to:

- Be informed what personal data about them the Club holds and what it is used for.
- Access this personal data.
- Update the personal data the Club holds.
- Be informed how the Club is complying with its obligations under the Act.
- Complain to the Data Protection Officer if you feel that the Data Protection policy has not been followed.

If you wish to access your personal data under provisions of the Data Protection Act, you should [make a Data Subject Access Request](#).

### Your Responsibilities

#### Providing Personal Data to the Club

Like everyone who provides personal data to the Club, you are responsible for ensuring adherence to the [Data Protection Principles](#), especially with regard to accuracy. This means that you have a responsibility to ensure that personal data you provide to the Club is accurate and up-to-date. The responsibility includes checking information that the Club makes available via corporate systems or sends out from time to time showing your personal information that is being processed (ie. stored).

#### Processing Personal Information on Behalf of the Club

You are required to supervise CM / VS, who process personal information ie prospective members application forms, names and other details for trips, register/signing in sheet and receiving renewal fees etc., for which you are responsible and must inform the Club's Data Protection Officer to ensure that the activity is covered by the Club's registration with the Office of the Information Commissioner.

Anyone who processes information about other people on behalf of the Club must comply with the [Data Protection Principles](#). Staff will find these guidelines useful reference.

## Data Security

Data should be secured appropriately according to its format. Manual records should be kept in locked containers, electronic information should be password protected and/or encrypted. Staff should be made aware of screen security, ie that personal information is not left on screen visible to third parties. Records should be disposed of securely; by shredding for manual records and by authorised disposal methods. Staff should not create new electronic or manual systems which contain personal data without consultation with the Data Protection Officer.

CM & VS should not disclose personal data requested by any other party without the specific and informed consent of the data subjects concerned.

# Members Guidelines

## Your Rights

As for anyone whose personal data the Club processes, you have the right to:

- Be informed what personal data about the Club holds and what it is used for.
- Access this personal data.
- Update the personal data held.
- Be informed how the Club is complying with its obligations under the Act.
- Complain to the Data Protection Officer if the Data Protection policy has not been followed.

If you want to look at and check the accuracy of your personal data held centrally, you can contact the Club.

If you wish to access your personal data under the provisions of the Data Protection Act, you should make a data [Subject Access Request](#).

## Your Responsibilities

### Providing Personal Data to the Club

Members must ensure that all personal data provided to the Club is accurate and up to date. Changes of address, corrections to contact details etc are to be notified immediately to the membership secretary.

### Processing Personal information

Under the Data Protection Act and the Club's [Data Protection Policy](#) members have responsibilities when processing personal data. These include:

- Members who are considering processing personal data must seek approval.
- Members who are processing personal data other than the Club should contact the [Information Commissioner](#) to ensure that they are doing so in compliance with the Data Protection Act as they will not be covered under the Club's registration.

## Ex/Past Membership

Once your membership has lapsed after 3 years your Application Form and Health Care Professional (HCP) letter will be destroyed.

Any ex-member (after 3 years) wishing to re-join the Club would have to reapply by filling in the current new application form and a new letter from HCP would be required.

## CCTV

The Club does not use CCTV. However, Westminster Lodge does. We suggest our members to contact the management team EveryOne Active (EA) directly regarding the [CCTV Code of Practice](#). Any request for access to footage should also be made via EA.

## Website

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should be aware that we do not have any control over the other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites.

We collect the personal data that you may volunteer while using our website. We do not collect information about visitors from other sources, such as public records or bodies, or private organisations. We do not collect or use personal data for any purpose other than that indicated below:

- To send you confirmation of requests that you have made to us.
- To send you information when you request it.

We intend to protect the quality and integrity of your personally identifiable information and we have implemented appropriate technical and organisational measures to do so. We ensure that your personal data will not be disclosed.

## Contact Details

The Data Controller is Salmon Club.

The Club Data Protection Officer is Mr Alan Redlich.

Data protection queries should be addressed to the Data Protection Officer, who can be contacted by telephone at 07580 309342 or by email at

[alan.redlich@salmon-club.org.uk](mailto:alan.redlich@salmon-club.org.uk)