

MARKET HARBOROUGH SWIMMING CLUB

MHSC Data Protection Policy

1. Data Protection and Privacy Policy

Market Harborough Swimming Club is a Data Controller under the Data Protection Act. Appendix A gives the clubs Data protection and Privacy Statement.

2. Security Organisation

The data controller or another appointed person is to act as the club data security officer. The person is responsible for compiling and auditing the classified data register (Appendix B) and advising on suitable Access Control/Computer security for users of the data base.

3. Security Policy

The objectives of this section are to provide guideline to ensure that sensitive data is kept secure:

3.1. Classification of Data

The club uses a data base called Corgi to administrate it club galas. This data base is classified as confidential.

The club also holds a number of documents that contain sensitive information. These documents are also classified as confidential and are listed below:

- Emergency contact list
- Copies of ASA competitive registration forms
- Copies of club membership forms
- Club registers
- Accident Report (once completed)

3.2. Electronic Data Security

The club data base does not have the facility to prompt for a password when starting. In order to prevent unauthorised opening and view of sensitive information any computer hosting the data base is to be password protected.

Any other form of electronic data which contains sensitive information is to be password protected to prevent unauthorised viewing. This is to include but not limited to the following:

- Data base export facility
- Members import spread sheet

All electronic data should only to be kept for the minimum period necessary.

Note: - Only those authorised below may hold printed copies of the sensitive data, unless prior registration has been obtained from data controller and an entry made in the register.



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3.3. Hard Copy Data Security

The club holds a number of documents that contain sensitive information, these are listed below:

Hard Copy	Custodian
Accident Report (completed forms)	Welfare Officer
Emergency Contact List	Coach or Team Manager, front desk
Copies of ASA competitive registration forms	Membership Secretary
Copies of club membership forms	Membership Secretary
Club registers	Front desk, All Teachers and Coaches, Treasurer
Completed Standing Order Request Forms	Treasurer

The above hard copies when not in use are to be kept in a locked cabinet.

3.4. Destruction of Hard Copy Data

All hard copies of data should only to be kept for the minimum period necessary.
Destruction of data is either, by a minimum of class 2 shredding or incinerating.

3.5. Third Parties Responsibilities

Sensitive information attaining to our members must not be disclosed to any organisation unless we are required to by the law, or as required under the child protection guidelines or to a body which is not affiliated to the ASA.



MARKET HARBOROUGH SWIMMING CLUB

Appendix A - Data Protection and Privacy Statement

Market Harborough Swimming Club is a Data Controller under the Data Protection Act. We hold information for the purposes of administration of membership records, recording competitive swimming times, and certain other functions as assigned by Amateur Swimming Association (A.S.A.) our governing body. The information we hold may be used by the committee members for the purpose of club duties, the A.S.A. or any other organisation affiliated to the A.S.A., as well as the local council Youth and Community section.

We will not give information about you to anyone outside the A.S.A, A.S.A affiliated clubs or the local council unless the law permits us to do so.

Confidentiality and Security

Market Harborough Swimming Club has a legal duty to protect the confidentiality of its member's information. We take every precaution to protect any information you have submitted to us, in accordance with legislation such as the Data Protection Act 1998. Any data, which we hold, is protected in accordance with policies given above.

Sharing of Information

Any information you submit to us will only be shared in accordance with the law.

Notification of Changes to Policy

If we decide to change our privacy policy, we will post details of any changes on our notice board and website. This will help ensure that you are always aware of what information we collect, how we use it, and under what circumstances, if any, we share it with other parties.

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Appendix B – Classified Data Register

Club Management Data Base Users

Name	Club Role	Signature
Mark Merryweather	Chairperson	
Liz Webb	Treasurer	
Liz Webb	Membership Secretary	
Val Dunton	Secretary	
t.b.a.	Data Controller	
Karen Feavoyour	Committee Member	

Hard Copy Register

Name	Document	Signature
Val Dunton	Accident Report (completed forms)	
	Emergency Contact List	
Liz Webb	Copies of ASA competitive registration forms	
Liz Webb	Copies of club membership forms	
Pippa Ball Sarah-Jane Dove Mark Merryweather Julie Fellows Dominic Jennings Andy Cole Jade Feavoyour Val Dunton Liz Cole Fleur Clarke Sue Lander Stephen Barratt Ian Johnston	Club Registers	
Liz Webb	Completed Standing Order Forms	