



DATA PROTECTION POLICY

ABC SWIM SCHOOL is committed to ensuring confidentiality and safe storage of personal or sensitive data for all individuals engaging with an activity concerning the swimming lessons with ABC SWIM SCHOOL.

POLICY AIM AND PURPOSE

The Data Protection Act 1998 has been introduced as part of Government legislation in order to define the Law on the processing of personal and sensitive data of individuals to maintain their rights to privacy. Non-compliance to the Data Protection Act can lead to complaints being made to the Information Commissioners Office (ICO). For further information please see www.ico.gov.uk.

This policy has been designed to highlight the types of information which could be considered as personal or sensitive, as well as ensure that the processing (including the concepts of obtaining, recording, retrieval, consultation, holding, disclosing and using) of personal or sensitive data by ABC SWIM SCHOOL is managed in a safe and confidential manner.

DEFINITION OF DATA

Data refers to information about an individual that may be used or processed by ABC SWIM SCHOOL for contact details. Data can be identified by two categories.

PERSONAL DATA

Information which relates to an individual who is identifiable from the data or from the data along with additional information, which is already in possession, or likely to come into possession of ABC SWIM SCHOOL. This includes information about the individual such as facts and opinions which can be held electronically or on paper.

SENSITIVE PERSONAL DATA

Information about an individual relating to racial or ethnic origin, political opinions, religious beliefs, physical or mental health or condition, sexuality, the commission or alleged commission of any offence, criminal proceedings or convictions.

THE EIGHT PRINCIPLES OF THE DATA PROTECTION ACT

The Data Protection Act 1998 defines the following eight principles which must be adhered to in order to comply with the Law and protect the privacy of the data subject.

1. **Personal data will be processed fairly and lawfully.**

There must be a legitimate reason for collecting and using the data and the individual must be aware that their data must be used.

2. **Processed for specified, lawful and compatible purposes**

Reasons for obtaining personal data must be made clear and open.

3. **Adequate, relevant and not excessive**

Sufficient data is held on the individual in order to do the job and no further information is held other than that required.

4. **Accurate and up to date**

Reasonable steps are taken to ensure the information held is accurate and up to date.

5. **Not kept for longer than necessary**

The purposes of why the information is kept must be considered and how long the information is kept for must be reviewed accordingly. Photo ID will be destroyed at the end of the course.

6. **Processed in accordance with the rights of the individual**

The Act provides certain rights to individuals such as has the right to be allowed to view certain information that is held about them, the right to prevent the processing of their personal information and the right to say no to marketing information.

7. **Processed with appropriate security**

There must be an awareness of how personal and sensitive personal data is protected, i.e. locked filing cabinets, use of password protection, regular changes to passwords.

8. **Not transferred outside the European Economic Area (EEA) without adequate protection.**

Personal and sensitive data must not be transferred outside of the EEA unless that country has adequate protection, i.e. USA have the 'Safe Harbour' scheme.

COMPLYING WITH THE DATA PROTECTION ACT

ABC SWIM SCHOOL must ensure that:

- All members of ABC staff, and Centre Staff whether permanent or temporary have access to this Policy and understand the eight principles of the Act.
- All forms or documents which collect personal or sensitive data include a Data Protection statement.
- All records are accurate and up to date, including achievement data uploaded to the Personal Learning Record.
- All records are kept securely or password protected.
- No data is used for the purpose of marketing unless the individual provides written consent.
- Any e-mails which are sent to more than one individual are BCC 'd (blind copied)
- No personal data is disclosed, written or verbal, to anyone outside of ABC SWIM SCHOOL unless provided with written acknowledgement from the individual to do so.
- Only nominated members of staff have access to personal data and understand how to comply with the Act.
- For the purpose of the Personal Learning Record only authorised users will have access to the organisation portal and will have been vetted prior to organisation.
- Achievement data is not used for any other purpose than those permitted in this policy, including for marketing or financial gain.

DATA PROTECTION STATEMENT

Below is an example of a Data Protection Statement which will be available on documentation produced by ABC SWIM SCHOOL which collects personal data.

ABC SWIM SCHOOL will use your personal data for the purpose of your involvement in the training at ABC SWIM SCHOOL and I understand that by submitting this form I am consenting to receive information about the course I have booked by post, e-mail, SMS/MMS, on-line or telephone unless stated otherwise.

PRIVACY NOTICES

Under the Data Protection Act, all organisations who process learner data must ensure that the learner is informed of how their information is processed and shared. A privacy notice is a method of informing learners about how their information is collected, what it is used for and who is using the information.

www.abcswimschool.co.uk
info@abcswimschool.co.uk

A privacy notice will need to be provided to the learner at the point of application or registration on to an ASA qualification, along with the opportunity to opt out if they do not wish to share their data.

MONITORING AND REVIEW OF THE POLICY

This Policy and its procedures will be reviewed annually to ensure that it remains fit for purpose and reflects the requirements as set by the Data Protection Act and how the use of data is managed. The information contained within this Policy will also be reviewed against the requirements set out by the Learning Records Service to ensure that data is processed according to the requirement of the Personal Learning Records.

The next date for review will be 21st April 2017.