



CITY of SOUTHAMPTON SWIMMING CLUB

Confidentiality and Data Protection Policy

April 2017

Statement

City of Southampton Swimming Club has access to information concerning many individuals and it is therefore imperative that the strictest confidentiality is maintained at all times.

Information belongs to the person entrusting it to a member of Coaching Staff or Committee Member of City of Southampton Swimming Club.

An individual's information is not for general public or malicious consumption.

Any information passed on outside of City of Southampton Swimming Club will only be given with the express permission of the person or body which supplied the information unless we are legally obliged to disclose it.

City of Southampton Swimming Club endeavor to ensure that all information is utilized and stored within the guidelines as outlined under the current Data Protection Act;

- Confidential and sensitive information is kept securely.
- It is fairly and lawfully processed.
- It is accurate and up to date.
- It is limited to relevant information and is not excessive for its intended purpose.
- It will not be used for any purpose other than that for which it was given.

Responsibility

City of Southampton Swimming Club has a responsibility to ensure all Coaching Staff and Committee Members are aware of Data Protection principles and the need for confidentiality, and that they are aware of specific guidelines that may be developed for specialized areas of work.

All Coaching Staff and Committee Members in City of Southampton Swimming Club are responsible for ensuring any information they hold or are party to, is handled in the line with City of Southampton Swimming Club Confidentiality and Data Protection Policy and the Data Protection Act.

All personal records, whether on paper or on computer are covered by the Data Protection Act and individuals and the organization have criminal liability if they recklessly disclose personal information. A serious breach would be a disciplinary matter.

Care with Identification

It is accepted that most breaches of confidentiality are accidental rather than deliberate or malicious and it is important to remember never to break confidentiality regardless of how the information is received. It is important to recognize that descriptions of individual events and circumstances can lead to identification even when names have not been used.

Discussions

It is accepted that on certain occasions you may need to discuss an issue with other people, the Head Coach or another Member of the Committee, for example. If this occurs it must be made absolutely clear that all people concerned are bound by confidentiality and that confidential matters must not be discussed outside City of Southampton Swimming Club Coaching Staff or Committee Members currently in office.

Exceptional Circumstances

City of Southampton Swimming Club realizes that, on rare occasions, it may be necessary to breach the basic rules of confidentiality. Situations concerning dangers to children or other vulnerable people for example, may necessitate a breach of confidentiality. Where Coaching Staff or a Committee Member feels that a matter is sufficiently serious she/he must report it to an appropriate member of the Coaching Staff or a Committee Member who will take the matter to the Executive Committee. The Executive Committee will make a decision as appropriate in line with existing City of Southampton Swimming Club Policies before a decision is made on the action to be taken.

Individual Access

Individuals have the right to access information held on them within City of Southampton Swimming Club with reasonable notice. A small charge may be made if a cost is involved i.e. photocopying.

If a member of staff wishes to access their personnel records they should ask the Executive Committee.

References will only be disclosed if permission has been given by the referee.

Statistical Information

Any statistical information or research carried out must be presented so that no individual can be identified unless clear prior permission has been given. An explanation of how the information will be used must be given to any person agreeing to be identified.

