



# Shepshed Dolphin Swimming Group

Providing exercise, pool activity and fun for those with a disability or need

## **GDPR Statement for Shepshed Dolphins Swimming Group**

Updated February 2023

Shepshed Dolphin Swimming Group needs to collect and use certain types of personal and sensitive information about the Data Subjects who come into contact with it in order to carry on our work. This personal information must be collected and dealt with appropriately– whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the Data Protection Act 2018.

### **Personal Information**

Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers, members or employees within Shepshed Dolphin Swimming Group.

We also request sensitive data regarding your health and disability this is for your own safety we do not pass this on to anyone, we log this on our emergency contact information should an emergency arise.

Shepshed Dolphin Swimming Group only collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.

We do not share your data or personal information with anyone unless it is a legal requirement under the safeguarding act and our own safeguarding policy.

We will only use your personal information to contact you regarding any session closures and our newsletters periodically. For staff and volunteers, we will only use your contact details for general SDSG information, pool closures and rota updates.

### **Data Storage**

Information and records relating to members, volunteers and employees will be stored securely and will only be accessible to authorised staff and volunteers. Emergency contact details of all members, volunteers and staff will be updated when new members join and be kept pool side in a separate red file in a locked cupboard.

Information will be stored for only as long as it is needed or required, we only keep details of members if they swim regularly or within an 18 month period and will be disposed of appropriately.

It is Shepshed Dolphin Swimming Group responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party or that member of staff no longer work for the charity.