



GDPR Statement

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 to carry out 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, or agencies, but it does apply to named persons, such as individual volunteers, members, or employees within Shepshed Dolphin Swimming Group.

We also request sensitive health and disability information. This is for your own safety. We do not pass this on to anyone; we log it in our emergency contact information in case an emergency arises.

Shepshed Dolphin Swimming Group only collects and processes 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 required by law under the safeguarding act and our own safeguarding policy.

We will use your personal information only to contact you regarding session closures and SDSG-related information, and to send our newsletters periodically. For staff and volunteers, we will use your contact details only 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 be accessible only to authorised staff and volunteers. Emergency contact details for all members, volunteers, and staff will be updated when new members join and kept poolside in a dedicated Emergency Contact book. This book will be kept out of sight in our cage and locked when not in use.

Information will be stored only as long as it is needed or required by statute, and will be disposed of appropriately. It is Shepshed Dolphin Swimming Group's responsibility to ensure that all personal and company data is unrecoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party, or from any member of staff who no longer works for the charity.

Chairperson _____

Signed _____

Date _____