



SEA LION SWIM SCHOOL

DATA PROTECTION POLICY (GDPR)

SEA LION 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 SEA LION SWIM SCHOOL.

POLICY AIM AND PURPOSE

The General Data Protection Regulation (GDPR) will apply from 25 May 2018, when it supersedes the UK Data Protection Act 1998 (DPA). Significant and wide-reaching in scope, the new law brings a 21st century approach to data protection. It expands the rights of individuals to control how their personal data is collected and processed and places a range of new obligations on organisations to be more accountable for data protection.

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 SEA LION 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 SEA LION 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 SEA LION 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 SIX PRINCIPLES OF GDPR

The General Data Protection Regulation (GDPR) defines the following SIX principles which must be adhered to in order to comply with the Law and protect the privacy of the data subject.

SEA LION SWIM SCHOOL - DATA PROTECTION POLICY (GDPR)

1. Processed lawfully, fairly and transparently.
2. Collected only for specific legitimate purposes.
3. Adequate, relevant and limited to what is necessary.
4. Must be accurate and kept up to date.



5. Stored only as long as is necessary.

6. Ensure appropriate security, integrity and confidentiality

COMPLYING WITH GENERAL DATA PROTECTION REGULATION (GDPR)

SEA LION SWIM SCHOOL must ensure that:

- All members of SEA LION SWIM SCHOOL staff whether permanent or temporary have access to this Policy and understand the SIX 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.
- All records are kept centrally, securely and password protected.
- No data is used for the purpose of marketing from third party businesses 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 SEA LION 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 regulations.

AT SEA LION SWIM SCHOOL THIS IS HOW WE PROCESS AND LOOK AFTER YOUR DATA

How do we collect your data?

We collect the information below via email or through the written booking form and some data is collected verbally

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Email address – We use this to communicate with our clients for child's progress, newsletters, invoicing and dealing with enquires.

Child's Students details

Child's name – We use this to book them into classes

Age of child – We use this so we can teach to their development stage

Ability level – We use this to ensure they are put into the correct level of class

Medical/Learning – We use this to offer the appropriate support

How do we store your data?

We have a central data base of emails and no other third party has access to your data and it is not shared with any other businesses.



Email details will be deleted on a termly basis to help us keep track of current swimmers. If you require your data to be deleted sooner, please let us know by emailing

How can you keep your data up to date?

If you need to change any of the details that we have please email us on info@sealionswimschool.co.uk

What happens to my data if I leave SEA LION SWIM SCHOOL?

Your data will be removed at the end of your last term with SEA LION SWIM SCHOOL and you will not be contacted by us again unless you email to enquire or resume lessons with us.

How can my data be removed?

We will keep all data until you finish lessons with SEA LION SWIM SCHOOL to notify you of any important dates/relevant information regarding your child's lessons with us. If you wish to have your data removed please email us on info@sealionswimschool.co.uk and we will remove your data immediately but please not this will mean, we can no longer contact you regarding any updates or emergency information about your child's lessons.

DATA PROTECTION STATEMENT

SEA LION SWIM SCHOOL

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

SEA LION SWIM SCHOOL will use your personal data for the purpose of your involvement in the learn to swim programme at SEA LION SWIM SCHOOL. I understand that by submitting my data I am consenting to receive information about the course I have enquired about or booked by e-mail, on-line or telephone unless stated otherwise. I will receive updates via email unless I contact SEA LION SWIM SCHOOL directly and request that they remove my information from their records which will mean they can no longer contact me with emergency updates if necessary.

PRIVACY NOTICES

Under the General Data Protection Regulations 2018, all organisations that 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.

MONITORING AND REVIEW OF THE POLICY

This policy and its procedures will be reviewed periodically in light of changing business priorities and practices. to take into account any changes in legislation to ensure that it remains fit for purpose and reflects the requirements as set by GDPR 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 Independent Commissioners Office to ensure that data is compliant with GDPR.