



# DATA PROTECTION & CONFIDENTIALITY STATEMENT CLUB POLICY DOCUMENT

University of Aberdeen Performance Swimming agree to display consistently high standards of behaviour and appearance, dressing suitably and not displaying behaviour that is abusive or threatening to anyone in our sport or associated with Scottish Swimming.

The club accept that all club members will be held accountable for their behaviour and should anyone act abusively or threateningly, they will be subject to the consequences outlined in the Scottish Swimming Abusive and Threatening Behaviour Policy.

The club will not inappropriately discuss or transmit any confidential information\*, either internally or externally, which may affect, harm or concern anyone in our sport or associated with Scottish Swimming.

Regardless of position within Scottish Swimming, members of the club understand and agree that all information and documentation that we will receive, gain access to or be exposed to during and related to our work may only be used for the purpose of which it was given and will not be disclosed without permission.

The club will never use other people's passwords to access personal information.

The Club also agree that they will not copy, or otherwise take, any confidential or sensitive documentation or written information from Scottish Swimming without express permission from the Chief Executive.

Regardless of roles voluntary or paid positions within Scottish Swimming, The Club further understand and agree that this confidentiality agreement continues after the end of our contract or affiliation with the Scottish Swimming.

The Club undertake to ensure all members keep up to date with other policies that may affect their position, such as Data Protection.

The Club understand that a breach of confidentiality on our part would be a breach of the Scottish Swimming policy. This may result in individuals being suspended by Scottish Swimming.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

\*For the purposes of this document "information" shall be taken to include the following areas (although it is not intended to be an exhaustive list):

- Sensitive information or data – e.g. a Scottish Swimming related discussion/email about a challenge with a club or a particular member; a sensitive discussion about an ongoing child protection incident
- Personal information or data – e.g. member phone number or date of birth (unless permission to circulate has been secured)
- Financial information – e.g. sensitive facts and figures on a club account; a proposal for investment at the Council/Board level; staff salaries
- Commercial information – e.g. notification about a sponsor or product which is not for wider distribution
- Confidential documentation – e.g. Any documentation which has been marked "confidential", or which has been verbally tagged "not for circulation"
- Child Protection investigations or other information – e.g. any information relating to Child protection enquires at club, district or national level