



**Scottish
Swimming**

Data Processing & Confidentiality Statement

Club Policy Document

Adopted by Inverclyde Masters Swimming Club

Version 1, Date July 2022

DATA PROTECTION & CONFIDENTIALITY STATEMENT CLUB POLICY DOCUMENT

Inverclyde Masters Swimming Club agree to 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.

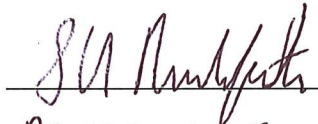
The club will never use other people's passwords to access personal information.

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 Scottish Swimming.

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

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: PRESIDENT
Date: 16/7/26

*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.
- 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”