



# **Birtley Community Pool Confidentiality and Privacy Policy**

**Version: 1.0**

**Revision Date: March 2025**

**Next Review Date: March 2026**

## **1. Introduction**

At Birtley Community Aquatic Centre, we are committed to protecting your privacy and ensuring the confidentiality of your personal information. This policy outlines how we collect, use, store, and protect your data in compliance with data protection legislation and our Data Protection Policy. We are registered on the Information Commissioner's Office Register and act as the data controller/data processor when handling your data.

## **2. Purpose**

The purpose of this policy is to:

- Define the principles and procedures for handling personal and confidential information at Birtley Community Aquatic Centre.
- Ensure compliance with data protection legislation and best practices regarding the collection, use, storage, and protection of personal data.
- Protect the privacy of individuals by detailing how their data is managed and safeguarded.
- Provide transparency on how we handle personal information and maintain confidentiality to build trust with our service users, employees, and partners.

## **3. Scope**

This policy applies to:

- All employees and volunteers of Birtley Community Pool who have access to personal and confidential information.
- All personal data collected and processed by Birtley Community Aquatic Centre, including information collected through our services, website, and other interactions.
- All activities related to the management and processing of personal data, including but not limited to data collection, storage, use, sharing, and disposal.
- The use of CCTV and other monitoring systems within the Centre.

This policy covers:

- The types of personal data collected and the legal basis for processing it.
- Procedures for maintaining data confidentiality and security.
- Guidelines for responding to data access requests and complaints.
- The roles and responsibilities of staff in handling personal and confidential information.

**4. How We Use Your Data ('Legal Basis for Processing')** We collect and process personal information to:

- File employee information.
- Conduct business accounting, payroll and tax activities.

## **5. What Information We Collect**

Personal information includes any data that identifies you or relates to you, such as:

- Name
- Date of birth
- Home address
- Contact details
- Photographs
- Medical/health information (known as 'special category data')
- National insurance number for payroll
- Bank information for payroll

If we need to process special category data, we will obtain your explicit consent.

## **6. How We Collect Data**

We collect data through:

- Forms completed by you
- Email requests from trustees, Senior Operating manager and Business Support Officer

- Employment contract

## **7. Keeping Your Data Safe**

We take measures to safeguard your data, including:

- Not disclosing, sharing, or selling your data without consent, unless required by law.
- Ensuring third parties acting on our behalf comply with this policy and data protection laws.
- Using secure methods such as encrypted files and password protection.
- Restricting access to data to authorised personnel only.

## **8. Storing Your Data**

We retain your data only for as long as necessary. For contracts, we must retain basic personal data (name, address, contact details) for at least 6 years in accordance with UK tax law, after which it will be securely destroyed.

## **9. CCTV**

We use CCTV for safety and security purposes. Footage is securely stored on a remote server and deleted after 30 days. Disclosure of footage is only made to the Police upon request and with trustee approval, adhering to data protection regulations.

## **10. Website**

Our website has a dedicated Privacy Policy that details how we handle data and use Cookies. You can access the Privacy Policy, copies available in staff break room.

## **11. Your Rights in Relation to Your Data**

You have the right to:

- Access and request correction or completion of your personal information.
- Request deletion of your data or specific information (e.g., special category data), unless there is a legitimate/legal reason for us to retain it.

To make a complaint about how we handle your personal information, follow our complaints procedure. You also have the right to lodge a complaint with the Information Commissioner's Office.

## **10. Contact Details**

### **Birtley Community Aquatic Centre**

Durham Road

Birtley

DH3 2PA

Tel: 0191 433 5775

For more information or to discuss additional employment issues, please contact:

Tracy Green

HR Trustee, Birtley Community Pool Board of Trustees

[Tracy.Green@birtleycommunitypool.org.uk](mailto:Tracy.Green@birtleycommunitypool.org.uk)

### **Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate)

## **11. Review and Monitoring**

This policy will be reviewed annually or in response to any changes in relevant laws or regulations. Any updates will be communicated to all employees.

## **12. Approval**

This policy was approved by the Board of Trustees of Birtley Community Pool on 06/03/2025.

Signatories:

Yvonne Probert

Chairperson, Birtley Community Pool Board of Trustees

Tracy Green

HR Trustee, Birtley Community Pool Board of Trustees