



Data Protection Policy





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Lancaster City Amateur Swimming & Water Polo Club acknowledges the ASA Data Protection guidelines and will comply with the following data protection principles. In terms of the Data Protection Act 1998, the committee is the data controller, and as such determines the purpose for which, and the manner in which, any personal data are held or processed.

The committee must ensure that they have:

- Obtained data fairly and lawfully
- Hold data only for specific and lawful purposes
- Data held is relevant, adequate and not excessive for its purpose
- Data held is accurate and kept up to date
- Data is not kept longer than necessary
- Data is kept securely and that there are adequate security precautions in place to prevent loss, destruction or unauthorised disclosure of the data
- Systems in place to prevent the accidental loss or theft of personal data
- If data is to be transferred to another person the data is transferred by secure means and only to persons with legitimate need for that data

