



Scottish
Swimming

Scottish Swimming Privacy Notice – Employees March 2018

What we need

Scottish Swimming is the Governing Body for Swimming, Diving, High Diving, Masters Swimming, Open Water Swimming, Synchronised Swimming and Water Polo. Swimming is a sport for everyone and we are committed to developing the sport in an inclusive, equitable and fair way. Scottish Swimming is affiliated to British Swimming. Scottish Swimming will be a “controller” of the personal information that you provide to us as your employer.

As you have entered into a contract of employment with us, we will collect, store and use the personal information that you provided to us in your cover letter and CV. We may ask you for additional personal information during the course of your employment, which shall be collected, stored and used in accordance with this privacy notice.

Why we need your personal information – contractual obligations

We need to process our employees’ personal information to perform our obligations as your employer under your employment contract. We will use our employees’ personal information to:

- administer our payroll and report your earnings to HMRC;
- manage our pension scheme by auto enrolling employees into Scottish Swimming’s workforce pension scheme.
- maintain records on your performance at work, including any performance reviews and disciplinary proceedings; and
- maintain records on annual leave, sickness, maternity leave etc.

Why we need your personal information – employment law

We are under a legal obligation to process certain personal information relating to our employees for the purpose of

complying with our obligations under employment law.

Why we need your personal information – health and social care

We may be required to process personal information relating to your health in order to assess your working capacity as an employee by Scottish Swimming.

Why we need your personal information – equality of opportunity or treatment

We are required to use our employees’ personal information relating to your [health, racial or ethnic origin, etc.] for equality monitoring purposes as we work towards the Advanced Equality standard.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

We will also use this personal information to consider and provide any reasonable adjustments as required under the Equality Act 2010.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our events and competitions, we may share this with sportscotland and Team Scotland / Commonwealth Games Scotland / British Swimming and other partners associated with Scottish Swimming for promotional

and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include [HMRC, the Health & Safety Executive, Disclosure Scotland, and Police Scotland] for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Scottish Swimming employs third-party suppliers to provide services, including [IT, HR records, mobile phones]. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our manual/electronic filing system and our servers based in the University of Stirling (UK) and is accessed by our staff for the purposes set out above. Where your personal information is transferred out with the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

We will only keep your personal information for as long as necessary to comply with our employment law obligations. We will review and possibly delete your personal information following a period of two years after you have ceased to be employed with us.

We will keep certain personal information of employees for longer in order to confirm your identity, when you were an employee of Scottish Swimming and for how long. We need to do this to comply with our employment law obligations or in the event of a claim against Scottish Swimming.

Your rights

You can exercise any of the following rights by writing to us at Scottish Swimming, NSA, University of Stirling, Stirling, FK9 4LA.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Scottish Swimming will be considered under applicable data protection legislation.

If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk.

FOR FURTHER INFORMATION GO TO:

W: www.scottishswimming.com

E: DP@scottishswimming.com

T: 01786 466520





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T: 01786 466520



Registered Name and Office:

Scottish Amateur Swimming Association Limited
National Swimming Academy | University of Stirling
Stirling | FK9 4LA

