

Swim UK Data Protection Policy/Statement

Functional Skills UK (FSUK) is fully committed to protecting the rights and privacy of individuals, in accordance with the Data Protection Act 1998 and GDPR regulations 2018. Information about our personnel, candidates and other individuals will only be processed in line with established regulations. Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. As the lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence. FSUK is committed to:

- Protecting staff and candidates' personal details, records and assessment outcomes
- keeping staff and candidates' and other individuals' personal data up to date and confidential
- maintaining personal data only for the period required
- Releasing personal data (in any form and by any means) only to authorised individuals/parties.
- collecting accurate and relevant data only for specified lawful purposes
- adhering to regulations and related procedures to ensure that all employees who have access to any personal data held by or on behalf of FSUK are fully aware of and abide by their duties under the Data Protection Act 1998 and GDPR regulations 2018.

Candidates are required to report any allegation in relation to the unlawful treatment of personal data via the FSUK candidate complaint procedure. A complaint should be made if candidates feel that records of their personal data have been:

- lost
- obtained through unlawful disclosure or unauthorised access
- recorded inaccurately and/or in a misleading manner
- Provided to a third party without permission.

Where required, FSUK will take appropriate action/corrective measures against unauthorised/unlawful processing, loss, destruction or damage to personal data.

It is ultimately the responsibility of the Centre Manager, to ensure that this policy is published and accessible to all personnel, candidates and any relevant third parties.

This policy applies to staff employed by Functional Skills UK Ltd, Gym UK and Pavilion training, Brighton Swimming Centre Ltd and Brighton Swimming Centre Ltd t/a Brighton Swimming School, Pool to Pier and any other brands adopted by either company.

Signed:



Name & Position: Paul Smith MD

Date: December 2020

Review Date: December 2021