

# Swimspire staff / volunteers privacy notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

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## Contact details

Telephone

07580134357

Email

luke@swimspire.co.uk

## What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of **staff recruitment, administration and management**:

- Contact details (eg name, address, telephone number or personal email address)
- Gender
- Copies of passports or other photo ID

- Next of kin or emergency contact details
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg DBS checks)
- Training history and development needs

## Salaries and pensions

We collect or use the following personal information as part of **managing salaries and pensions**:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working (eg timesheets or clocking in and out)
- Expense, overtime or other payments claimed
- Leave (eg sick leave, holidays or special leave)
- Bank account details

## Staff health and wellbeing

We collect or use the following personal information for **managing staff health and wellbeing**:

- General health and wellbeing information
- Occupational health referrals and reports
- Accident at work records
- Access needs or reasonable adjustments

## Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests - we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - o Contact details and gender are stored for ease and effectiveness of communication, photo ID is used to verify your identity, next of kin and emergency contact details are stored in case of an emergency, education history is stored to ensure staff are qualified, right to work information is stored to ensure staff are allowed to work, details of criminal convictions are stored to ensure customers are not put at risk, training history and development needs are stored to ensure staff are properly supported, bank details are stored for ease of payment for staff.

Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests - we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - o Bank details are stored for ease of payment. Time spent working, overtime and leave are used to calculate how much staff should be paid.

Our lawful bases for collecting or using personal information as part of **managing staff health and wellbeing** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests - we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - o Details of health are stored to ensure we can best provide for the staff member in case of emergency.

## Where we get personal information from

We collect your information from the following places:

- Directly from you
- Public sources (eg LinkedIn or other websites)

## How long we keep information

Information is stored for one year or less after the staff member or volunteer's last financial transaction with Swimspire.

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## Last updated

4 September 2024