Code of Conduct for Admin System Users

The Code of Conduct for Admin System Users is designed for all who have access to other club members information (other than just their own or their family members data).

Various roles within the club will have access to the clubs membership data and be able to view other members information. This is required for the day-to-day running of the club. Controls in place ensure that these roles can only view information that is required for their role i.e. Teachers / Coaches can see squad / medical information of swimmers.

To ensure membership information is used correctly & safely, the following controls are enforced at all times :

- Do not allow your system logon details to be used by anyone else. If you believe someone else may know your password – **then change it immediately** - it is your responsibility to keep this information secure.

- Requests for information / data should be directed to the appropriate role / person within the club i.e. CRB information requests should be passed to the Welfare Officer. If you are unsure who a request for information should be addressed, please direct all enquiries to the Club Secretary and/or Welfare Officer.

- When extracting data from the system, ensure no copies (hard / soft) are left unattended or become available for anyone else to view (unless they also have authority to view the data).

- When you have finished using the extracted data, dispose of this correctly. Hard copies should be shredded; soft copies should be deleted from your computer (including deleting from the Recycle Bin).

- Sharing Data – Data should only be shared within the club with those who have a legitimate reason for needing the data & have similar (or higher) access to the data. Care should be taken when sharing data via email to ensure the correct recipients receive the email. The same will apply for data being shared on hard copies.

- No membership data can be passed to anyone outside the club without the express permission of the data owner (member) – **UNLESS**

    (i)   This is required for an activity / event the member or club is doing i.e. details required to enter a swimming competition.
    (ii)   The data in question is already available in the public domain i.e. a swimmers times may already be available on a website.
    (iii)   Communication with the asa.