



## **CLEVELAND POOLS TRUST - DATA PROTECTION POLICY**

Cleveland Pools Trust (CPT) collects a limited amount of data in order to disseminate news and updates about the pools and to monitor traffic on our website. Our Data Protection Policy is designed to protect the personal data held by CPT.

1. The retained personal data of CPT subscribers comprises:
  - a) Name and Address
  - b) Email address
  - c) Telephone contact details
  - d) Where given, we may retain other data such as whether individuals are former swimmers or lifeguards so we can circulate event invitations or job vacancies appropriately.
2. Permission to store the personal data is required from each member.
3. The CPT Data Protection Officer is Roger Houghton, to whom all queries and requests should be addressed. The officer is responsible for the maintenance and security of the data, and that it is up-to-date.
4. Access to data is restricted to:

Website - When someone visits [www.clevelandpools.org.uk](http://www.clevelandpools.org.uk) we use a third party service, Google Analytics, to find out things such as the number of visitors to the various parts of the site. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Mailing List - We use a third-party provider to deliver our newsletter. We gather statistics around email opening to help us understand how effective our email distribution is.

5. Data is never given to a third party.
6. The data is required solely for communication with CPT subscribers and is used for no other purpose.
7. Notification of the resignation of a member and/or a request of a member for their data to be removed will place the onus on the CPT Data Protection Officer to ensure the removal of all the relevant personal data from all the databases held by CPT.
8. No personal banking details are retained by CPT.