



### **Information on Members**

From time to time the Systems department is asked to provide information on individual members. The majority of requests are for information on a specific swimmer's eligibility to compete for a specific club or eligibility to compete at all, i.e. ensuring the member is registered as an ASA category two member.

The data protection act allows us to use the individual data for the purposes of the sport and therefore providing this information to event organisers is permissible. However, there is a need to ensure that the person lodging the enquiry is the event organiser and therefore all requests for such information must be put in writing (by mail or e-mail.)

Requests must include the following information:

Name(s) of swimmer in question:  
Title of event the query relates to:  
Date of the event in question:  
Organisation promoting the event:  
Name of organiser:  
Reason for query:

Information on members will not be given to telephone callers or to non event organisers.

Club Administration Officers may request information on members of their own club at any time. However, this must be in writing (mail or e-mail.)