

SEDBERGH SWIMMING CLUB

Privacy Notice

Introduction

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decision you can make about your own information.

If you have any questions about this notice, please contact the Club's Data Protection Officer via email. Contact: Sedberghswimmingclub@gmail.com

What is "personal information"?

Personal information is information that identifies you as an individual and relates to you; this includes your name, address, telephone number, date of birth, email address, next of kin and health information.

Our legal basis for using your information

The Swimming Club is using your information when it is necessary for the Swimming Club's legitimate interests, except when your interests and fundamental rights override our legitimate interests.

Specifically, the Swimming Club has a legitimate interest in facilitating the efficient operation (welfare of its members) of the Swimming Club and ensuring that all relevant legal obligations of the Swimming Club are complied with.

We may use your information for the promotion of the Swimming Club but only after written consent from any adult member or the parent/guardian of a junior member has been obtained.

Security of personal data

The Club ensures that personal data is stored securely using modern software that is kept up-to-date.

Access to personal data is limited to staff who need access and appropriate security measures are in place to avoid unauthorised sharing of information.

When we delete personal data then this is done safely so that it is irrecoverable.

Consent

We may ask for your consent to use your information in certain ways as an alternative to relying on the basis outlined above.

How long do we keep your information?

We keep information for as long as we need to, for the efficient operation of the Swimming Club. In exceptional circumstances, we may keep your information for a longer time than usual, but we would only do so if we had good reason and only if we are allowed to do so under the data protection law. Membership of the Club is renewable each year. Therefore, in normal circumstances your information will be collected and confidentially destroyed if your membership is not renewed

What decisions can you make about your information?

From the 25th May 2018 data protection legislation gave you some rights regarding your information. Some of these rights are new whilst others build on your existing rights. Your rights are as follows:

- **Rectification:** if the information is incorrect you can ask us to correct it.

- **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a Subject Access Request.
- **Deletion:** you can ask us to delete the information we hold about you in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your information to you or a third party in a format that can be read by a computer.
- **Restriction:** our use of information about you may be restricted in some cases. For example, if you tell us that the personal information we hold is inaccurate, we can only use it for limited purposes whilst we check its accuracy.
- **Object:** you may object to us using your information where we are using it for direct marketing or similar purposes.

Types of personal data and why we process it (process means we obtain, store, update and delete data)

1. Name, address, telephone number, date of birth, email address of all members; to communicate with members.
2. Next of kin details; in case of emergency.
3. Health information; for the health and safety of members.

We will share your information with the Swimming Club Committee Members, Swimming Teachers and Lifesavers.

Breach of security

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data, the Club shall promptly assess the risk to people's rights and freedoms and if appropriate report the breach to the Information Commissioner.

In the first instance if you are not happy or wish to raise a concern about our data processing you have the right to complain to the Club's Data Protection Officer via email – Sedberghswimmingclub@gmail.com and we will do our best to resolve this. If this fails, you can complain to the Information Commissioner at www.ico.org.uk/concerns. Or ring 0303 123 1113.

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