

**Lichfield Swimming club**

**Privacy Notice**

**Summary**

Lichfield Swimming Club take the protection of the data that we hold about swimmers, volunteers, coaches and committee members seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

We are committed to protecting and respecting your privacy and will take all appropriate steps and reasonable care to keep your information secure and to prevent any unauthorised access.

For any personal data you provide for the purposes of your membership, Lichfield Swimming Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

**What personal data we will collect**

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, email or otherwise. You will provide us with personal information when you register with the Club.  This includes your parent(s)/carers name, your name, gender, date of birth, address, email address, phone number,  name of any Swim England Clubs with which you are already registered and details of any coaching or officiating licenses you hold. It will also include swim times when recorded, results and club records. We may also ask for relevant health information and emergency contact details.  Health information is classed as special category personal data.  You may also provide personal information when you subscribe to our email or Facebook notifications, or participate in discussions on our Facebook site, our website or via email.

**Why we need your personal data**

The reason we need your Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the Club. See below, our lawful basis for processing your personal information is that we have a contractual obligation to you as a member to provide the services you are registering for.

We will only ask for health and emergency contact information that is necessary to protect your vital interests in case of illness or accident.

**Membership services for which data may be used/stored:**

**For membership and club management**

* processing of membership forms/payments attendance at sessions
* sharing data with committee members to provide information about club activities; membership renewals or invitation to social and fundraising events;
* club email and Facebook accounts to promote and update you on club activity and recording and storing of race and competition results, personal swim times (including PBs) and club records;
* notification of committee meeting and AGM
* Welfare issues

**For training and competition entry**

* sharing  personal data with club coaches or officials to administer training sessions/select gala teams/enter events
* sharing personal data with leagues and other competition providers for entry in events.
* Storing personal data including swim times to allow swimmer entry for open meets/competition.
* Notification of timetable/venue changes for training and galas.
* Kit change/purchase notification.

**For funding and reporting purposes**

* sharing anonymised data with a funding partner as condition of grant funding (e.g. Local Authority); and
* sending adhoc club surveys to improve your experience as a club member.
* Information about sponsored and fundraising events.

 **Marketing and communications (where separate consent is required)**

* Requests for club sponsorship/sponsors/branding
* sending information about selling club kit, merchandise or fundraising.
* Newspapers

**Health and Wellbeing**

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches/team managers and lifeguards to allow the safe running of training sessions, galas and other events or rehabilitation to swimming.  At competitive galas the referee will be notified in the first instance of any specific medical condition. We process this data on the lawful basis of protecting your vital interests.

**Social Media**

The club has a Facebook page on social media.  This is a closed group for members only and cannot be viewed by anyone else.  All members will be invited to join this group when they join the Club. If you accept, please note that Facebook has its own privacy policies and that the club do not accept any responsibility or liability for these policies.  Please check these policies before you submit any personal data on the club Facebook page or post to the page as you are responsible for anything you post directly. The club retains the right and responsibility to remove postings which may be considered inappropriate and/or offensive.

**Who we share your personal data with**

When you become a member of the Club as either a swimmer or a volunteer, you will automatically be registered as a member of Swim England. We will provide them with your personal and swimming data which they will use to enable access to the swimengland portal. You can apply for membership with swimengland using your email address and a password. Here you will find club member check where you can access and see any member of a swimengland club. If you have any questions about the continuing privacy of your personal data when it is shared with swimengland, please contact renewals@swimming.org. The results of licensed galas will be shared with the Licensing Officer at West Midlands Swimming tony.green@westmidlandswimming.org

The Club does not share any personal data it holds about you with any other third party without your consent.

The Club does not store or transfer your personal data outside of the UK.

**How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Personal data we hold on you will be securely destroyed after 12 months of inactivity on that member’s account except swimtimes and club record data. Your data is not processed for any further purposes other than those detailed in this privacy notice.

**You have all the usual rights as directed by current data protection legislation and freedom of information.**

**Complaints**

If you have any concerns or complaints in relation to how Lichfield Swimming Club collects and/or processes your personal data, you should contact the club directly at Lichfield@swimclubmanager.co.uk and this information will be directed to the committee.

**Please remember - as a data subject you are not obliged to share your personal data with the Club. However, if you choose not to share your personal data with us we may not be able to register or administer your membership.**