

## **Privacy Notice**

Cirencester Swimming Club (“We”, “Us” or “Our”) is committed to respecting your privacy. This Privacy Notice is provided for Our current, prospective and past members: (“You”, “Your”).

This Notice tells You about how We collect, process, use and share Your personal data, in accordance with the EU General Data Protection Regulation (2016/679), (the “Act”), which is effective in English Law from 25 May 2018.

In relation to the personal data You have given us We are a Data Controller under the Act. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

### **Personal data We collect and store about You.**

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our members [and their parents or guardians]..

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the member or, if applicable, the member’s parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

### **Children**

If You are under 18 years old, We will seek specific consent from Your parent or legal guardian for the information about You which We store and process.

### **How We may contact You.**

Our usual method of communication is by email sent via SwimClubManager. We may also telephone You.

### **Your choices about what We collect and Implications of withholding data.**

Your name and contact details, and emergency contact details must be held by Us while You are a member of the club. If You are unable to provide this personal data, You will not be permitted to swim in any event organised by the club. Your DOB is used by Us to determine Your eligibility for open meets and other swimming events.

### **Our use of Your personal data.**

For as long as we hold your data, it will be used for the following purposes:

<b>PURPOSE</b>	<b>LEGAL BASIS</b>
To provide You with administrative services and information about club events.	Necessary to perform the services described.
To process Your membership and other fees payment to Us or fee and other payments to and from Us.	Our legitimate need to obtain payment before admitting You or to account for expenditure.
To publicise swimming events, including names of swimmers.	If we publish anything other than Your name or a group photograph, we will seek Your specific consent.
To provide You with information You may request from Us.	Our legitimate interest in responding to Your request.

### **How long We retain Your personal data.**

Unless required by law to hold Your personal data for longer, We will hold your personal information on our systems while You continue to be or member or are otherwise actively involved with the Club. Your image may continue to appear in group photographs after this time.

### **Disclosure of Your personal data.**

The information which You provide to Us is shared with coaches and relevant committee members. It is also shared with nominated team managers who may need to contact You in relation to Your participation in an event organised by Us, such as in an emergency. Your image may also be captured in group photographs for our web site and other publicity

purposes. We will not provide names and addresses or other contact details to any third party.

**Your rights under the data protection legislation.**

- a. You have the right to access any personal data that we hold about You, by submitting a request via [admin@cirencesterswimmingclub.co.uk](mailto:admin@cirencesterswimmingclub.co.uk) or any member of the Committee.
- b. You have a right to request that any inaccuracies be rectified or erased.
- c. You have a right to ask Us to erase some or all of Your personal data, in which case You may lose some services or be unable to continue as a member of the club.
- d. You have a right to complain to the Information Commissioner's Office <http://www.ico.gov.uk> if You have any concerns about Our handling of Your data.

**Changes to this Privacy Notice.**

We may change this Privacy Notice at any time, in which case a revised notice will be placed in the 'Documents' section of SwimClubManager. If the changes are material, We will notify current members by email.