



# Cinderford & District Swimming Club

[www.cinderfordsc.com](http://www.cinderfordsc.com)

## **Privacy Policy – General Data Protection Regulations 2018**

### **What is GDPR?**

GDPR gives increased privacy rights and power to individuals whose data is being collected (members), and in doing so, remove power from the organisation collecting it (the club).

### **Personal data you submit**

Cinderford and District Swimming Club collects personal data using forms you may complete, records of correspondence, phone calls, details of attendance at club events and via our website [www.cinderfordsc.com](http://www.cinderfordsc.com). The information collected from you is used to email and make telephone contact with you to provide information regarding club activities and for use in the event of an emergency.

### **Why we collect data**

The principle reasons we process peoples data are:

- Legal – to fulfil legal obligations for health and safety, insurance and child protection purposes.
- Contractual – to allow us to provide the members services associated with the running of the club and its activities, such as requests for payments, registers, and fees for events.
- Legitimate Interest – to send information on activities and events which have been arranged as part of membership.

### **The data we collect**

- Name
- Date of Birth
- Address
- Telephone number(s)
- Emergency contact details
- Financial transactions
- Health related information
- Attendance at training sessions and events
- Performance data
- Miscellaneous notes and emails
- Disclosure & Barring Service reports
- Qualifications, courses and certificates

### **How we use this data**

- To process your membership applications to Swim England
- To process competition entries
- To process performance data
- For our own records
- To contact you in response to an enquiry
- To advise you of club activities and events via email, telephone or mail
- To meet legal obligations, or valid request, including reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures
- To comply with Swim England “SwimMark” accreditation requirements

## Consent

In agreeing to this Privacy Policy, you are consenting to your personal data being processed by Cinderford and District Swimming Club in the manner described above.

If you have submitted personal information and wish us to cease using it for the purposes described above, please detail your request to:

Email: [coach@cinderfordsc.com](mailto:coach@cinderfordsc.com)

## Who Sees Your Data

Dependant on roles within the club the following people may see your data:

Membership Secretary, Chair, Chief Coach, Welfare Officer, Coaches, Team Manager, SwimMark co-ordinator, committee members.

Named performance data is available on the website and Club notice boards.

## Disclosure

We will not disclose any personal information we collect about you to a third party without your consent.

In connection with any membership applications you make your information will be passed to Swim England using the "ASA Online Membership System"

In connection with any request or enquiry you make, your information will be passed to the relevant club contact.

Cinderford Swimming Club may disclose your Personal Information to meet legal obligations, or valid request, including reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures.

## Retention Policy

Cinderford Swimming Club will process personal data during the duration of your membership after which your data will be deleted, and we will continue to store only the personal data needed to meet any legal or Swim England obligations. We may also continue to store performance data which is part of the clubs competitive records.

## Your rights

At any point whilst at Cinderford Swimming Club is in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – you can ask for the data we hold about you to be deleted. In these circumstances we will continue to store only data needed to meet any legal obligations, safeguarding children, or to comply with Swim England requirements.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.

## Access requests

To access Personal data identification will be required.

Requests should be made to The Chair, Cinderford Swimming Club by emailing [chair@cinderfordsc.com](mailto:chair@cinderfordsc.com).

Cinderford Swimming Club will accept the following forms of ID when information on your personal data is requested.

A copy of your driving licence, passport, birth certificate, or utility bill not older than three months.

A minimum of one piece of photographic ID listed above and a supporting document is required. If Cinderford Swimming Club is dissatisfied with the quality, further information may be sought before personal data can be released.

## Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Cinderford Swimming Club, you have the right to complain to the club Chair. If you do not get a response within 30 days you can complain to the ICO.

The details for each of these contacts are:

Ceris Westlake, Chair, Cinderford Swimming Club

Email [chair@cinderfordsc.com](mailto:chair@cinderfordsc.com)

## ICO

Wyeclyffe House, Water Lane, Wilmslow, SK9 5AF

Telephone 0303 123 1113 or email: <https://ico.org.uk/global/contact-us/email/>

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