



## **Data Protection Policy for Members of Ware Swimming Club**

### **About this document**

This privacy policy sets out the way we process your personal data so that as a member of Ware Swimming Club (WSC) you can see how and in what processes your data is used. General Data Protection Regulations (GDPR) came into effect on 25 May 2018 and replaces the Data Protection Act 1998. Personal data is defined as any data that relates to a living individual that can be used to identify said individual from the data. The process of identification can be either from the personal data alone or in conjunction with any other information in the data controller's possession either currently or in the future.

WSC is the data controller and is responsible for how your personal data is processed, stored and used. WSC will also ensure this is done in a fair, lawful, secure and transparent way.

### **Personal data we hold on you**

The membership information you provide when you agree to trial for WSC is kept secure until the outcome of the trial. The information is collected via a Time Trial Form web page. The details collected include: swimmers name, gender, parent/ guardian name, date of birth, contact e-mail , contact number and name of any other Swimming Clubs with which you are registered. We also ask for relevant disability and medical information to ensure you can train and compete safely.



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Upon completion of a successful trial, members are invited to join WSC and asked to complete the New Swimmer Membership and Medical Forms. At this stage your 'Country of Representation' is registered as England. These forms contain an opt-in consent for registration with Swim England (SE) who will additionally register your ethnicity details. Completion of these forms confirms your agreement for WSC to hold your data for club administration. If you wish to change any of these options or any other personal data we hold please contact [membership@waresc.org.uk](mailto:membership@waresc.org.uk).

Parents or guardians of swimmers under 18 years of age must complete and sign a section of both Forms. This action gives consent for the collection of data.

## **Why we hold your data**

- To manage the membership of the Club
- To manage Coaches and Volunteers of the Club
- To communicate with members via email, text or telephone
- To contact parents/next of kin in the event of emergency or illness during training sessions or at competitions and open meets
- To record attendance at the Club
- To record and monitor personal swim times for team selection
- To enter swimming competitions and open meets
- To prepare fees and record fees paid and due
- To maintain our Club accounts and ledgers
- To share your contact details with the Governing Bodies e.g. Swim England
- To operate and update the WSC web site with news of the Club and its members
- To inform individuals of news, events, activities or services running at WSC
- For the purpose of our legitimate interests in operating the Club



## **Trials for entry to WSC**

When WSC is approached for a trial for membership we ask for preliminary personal information including name, contact telephone and email, previous swimming experience and medical history relevant for the trial.

Unsuccessful trials will typically result in this personal data being destroyed or deleted immediately. In some cases however where a swimmer is advised to retrial in 6 months, such data is retained and safely stored in line with all other members' data.

## **Processing of Personal data**

WSC complies with its obligations under the GDPR by:

- Keeping personal data up to date
- Storing and destroying it securely
- Not collecting or retaining excessive amounts of data
- Protecting personal data from loss, misuse, unauthorised access and disclosure
- Ensuring that appropriate technical measures are in place to protect personal data, such as password protection on laptops and tablets which hold member details

## **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with:

- Swim England and British Swimming: for membership information, results, rankings & records (as detailed above)
- Other Swimming clubs: open meet entries, results & records



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- Other bodies where required to do so by law or in connection with legal proceedings.

We will only share your data with other third parties outside of the Club with your consent, which is assumed when submitting entry forms for open meets and organised swimming competitions.

Prior to organised swim events such as open meets and club championships, WSC will distribute via email to all members involved, a file containing names and swimmer entry times. In the case of club championships this information will also be published to the members' area of the club website. This is essential to ensure that entries are correct.

## **British Swimming Website Membership**

British Swimming publish on their 'Membership Check' web page a list, generally available to the public, of SE registered members' names, club, SE number/category & swimming-related information eg any coaching or officiating qualifications held. Personal contact and medical information is NOT displayed. If you do not wish your swimming details to appear on this list you may select the 'hide' option on the British Swimming 'Membership Check' page at any time. Allowing your data to appear on this list (ie not hiding them) simplifies Club administration and enables swimmers' times from qualifying events to be on the British Swimming 'Rankings' database. If a swimmer's time is not visible on the rankings database it may affect their ability to enter competitions as event organisers may require proof of age and of eligibility to enter. WSC therefore recommends members not to hide their details.



## **How long do we keep your personal data**

We keep your personal data for no longer than reasonably necessary. We aim to delete and destroy your personal data as soon as we receive notification that you have left the Club.

However, your details will remain registered with SE until the end of the calendar year, as their membership is valid for a whole year. You can “hide” your data at any time by following the details on the SE website as detailed above.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Your rights and your personal data**

Unless subject to an exemption (under the GDPR), you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which WSC holds about you;
- The right to request that WSC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for WSC to retain such data;
- The right to withdraw your consent to the processing at any time; this may mean that you cannot participate fully in the activities of the club.
- The right to request that the data controller provide the data



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subject with his/her personal data and where possible, to transmit that data directly to another data controller,(known as the right to data portability), (where applicable).

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, (where applicable).
- The right to lodge a complaint with the Information Commissioners Office.

## **Contact and complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, or queries of complaints please in the first instance contact [info@waresc.org.uk](mailto:info@waresc.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.