

Privacy Notice

Saffron Walden Swimming Swim Club (“we”, “our”, “us”) take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on 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), and other Club officers, officials, and coaches.

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, bank details among other details. 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 participant or, if applicable, the participant’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 to honour or administer your membership.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants’ and members’ personal data is to be able to run the swimming club and arrange galas and events; to administer membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have an obligation to you as a participant or member to provide the services you are registering for.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose / Processing Activity	Lawful Basis for processing under Article of the GDPR
Processing membership forms and payments/ subs	Performance of a contract
Organising galas	Performance of a contract
Sending out Club Information and update	Performance of a contract
Sharing data with coaches, committee members or officials to run training sessions or enter events	Performance of a contract
Sharing data with Swim England and other clubs that we are in membership of, county associations and other competition providers for entry in events	Performance of a contract
Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events	The Club has a legitimate interest to maintain member and participant correspondence for club community purposes
Sharing data with third party service or facility providers	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants, and its members
Sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants, and its members.
Publishing Gala results	Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian
Sending out marketing information such as newsletters and information about promotions and offers from sponsors	Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent.
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent.

Who we share your personal data with

Your data may be shared with third parties for registration purposes, competition entry, officiating at competitions. For example: Swim England, and other swimming clubs running Open Meets, Leagues, and Galas. We may disclose your personal information to meet legal obligations, or valid requests, including reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures. We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club's data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data no later than 2 years after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal, regulatory or Swim England purposes. We will also continue to store individual performance data which forms part of the Club's competitive records.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice, then please contact any member of the club committee.