

City of Cambridge Swimming Club (CoCSC) take Data Protection very seriously and the organisation's Data Handling Notice is detailed below.

COLLECTION AND USE OF YOUR INFORMATION

CoCSC will hold the details provided at registration and will use this for the following purposes:

- for maintaining records;
- to respond to any enquiries you make;
- to administer any events in which you participate or may wish to participate and to deal with any incidents involving you;
- to create an individual profile for you so that we can understand and respect your preferences;
- to create anonymised aggregated information about members and swimmers to enable us to secure funding;
- to contact you about with membership and club information by email, post, phone.

DISCLOSURE OF YOUR INFORMATION

Publication on websites: Details of achievements are recorded on our website and made available for media purposes, any member wishing to opt out should email the club as detailed below.

MARKETING

CoCSC will not pass your details to anyone.

DATA RECORDS

CoCSC can refuse a request to remove information if a legitimate reason exists. For example:

- Maintaining record of members for internal club use only
- Keeping ex-employee records for legal reasons
- Retaining any records if there may be pending legal action

Your account within our Member Database system shows the personal data that is held and it is the members responsibility to maintain accurate records of this information and update as required. In addition, any requests for specific updates to be sent to admin@cocsc.org.uk.

For any CoCSC data protection questions, please review the CoCSC Data Privacy Policy, and if needed, contact admin@cocsc.org.uk .

FURTHER INFORMATION FROM SWIM ENGLAND:

The ASA (Swim England) Limited data protection policy can be found here
<http://www.swimming.org/swimengland/about-swim-england/>