

EDENBRIDGE PIRANHAS SWIMMING CLUB - PRIVACY NOTICE (2019)

This Privacy Notice lets you know what personal information Edenbridge Piranhas Swimming Club processes about you and swimmers, and how we protect it.

What personal information does Edenbridge Piranhas Swimming Club collect about you?

The Club collects and/or processes - through the Swim Club Manager platform, (their Privacy Notice can be viewed here: <https://www.swimclubmanager.co.uk/privacy-policy/>) on the club's AOL email account (AOL's Privacy Notice can viewed here: <https://policies.oath.com/ie/en/oath/privacy/index.html>) and in hard copy - the following personal information about swimmers and their parents / guardians (apart from Masters!), which is derived from the membership forms that you fill in on joining; any updates you or club officials later make on your behalf; and from automated systems that update swimmers' competition times:

- Athlete / swimmer name, date of birth, gender, medical information, ASA membership, ability group, attendance history, competition results.
- Parent / legal guardian name and contact details, such as address, email and phone number.
- Swim England registration data for athletes / swimmers and the club staff.
- Background and criminal record checks results for coaches only, with their consent.
- Criminal records checks for Committee members and poolside volunteers.

We do not hold details of bank accounts, as all subscriptions and invoices are either paid directly by Standing Order or by cheque.

How does Edenbridge Piranhas Swimming Club use swimmer and parent/legal guardian personal information?

The Club uses this information for the following purposes:

For the effective and safe running of the Club, for example:

- Collecting membership subscriptions in a timely fashion.
- Ensuring we have contact details of parents/guardians or carers in case of emergency (for example at the poolside).
- Providing members with information about the Club's activities.
- Notifying members of galas, meetings and other events.
- To comply with national and regional sports bodies' (e.g., Swim England, Amateur Swimming Association) registration and membership requirements.

We will also retain medical information about swimmers in order that coaching staff can be notified of any medical issues. This will only be shared with those responsible for the swimmer (ie Coaches and Team Manager).

We will also retain the Dates of Birth of swimmers, as this information is used by the coaching staff to judge ability and eligibility for processing competition entries.

Where does Edenbridge Piranhas Swimming Club store your data and who can access it?

The information that we retain is securely stored in hard copy a senior member of the coaching team, on the club's AOL email account and on Swim Club Manager. It is accessible only to appropriate Edenbridge Piranhas Swimming Club staff with a legitimate reason to access it as set out above.

If you leave The Club or do not renew your membership, we will remove your details from AOL and Swim Club Manager and destroy the hard copy records. We periodically review that we are not holding the data of members who have left The Club.

Does Edenbridge Piranhas Swimming Club share your personal information with third parties?

The Club will not share personal information, except; to comply with governing bodies requirements or where Edenbridge Piranhas Swimming Club has a legal obligation to disclose the information (such as responding to a court order), to protect the Club's legal rights or to prevent fraud or illegal activity.

Please do not hesitate to contact us (either Chair, Membership or Welfare) if you have any concerns about your personal information and we will do our best to address them.