

Tring Swimming Club Privacy Statement

At Tring Swimming Club, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about our members who register with TeamUnify on our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

When you register, you are giving your consent under this policy. If you wish to remove your consent, you can do so but this will result in the removal of your account.

We may change this Policy from time to time so please check occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to chairman@tringswimmingclub.co.uk.

What type of information is collected from you?

The personal information we collect might include your name, DOB, email address, home address, PBs and any relevant medical information.

How is your information used?

We may use your information to:

- notify you by email of galas, team selection and to notify you of any updates to our website or changes to training;
- give you access to your times stored in your account.
- We need to share personal data with Swim England when we register our swimmers and volunteers to apply for Swim England numbers and for insurance purposes and to be able to compete.
- Seek your views or comments on the services we provide;

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity for as long as you are a member.

Who has access to your information?

- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.
- Only the management committee and coaches have access to your personal data.

Your choices

You have a choice about whether or not you wish to receive information from us. All email messages will have an unsubscribe option, we use Gmail and TeamUnify which are both GDPR compliant.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent.

Right to be forgotten

If you leave the club and wish to have your details removed from our website then you can do so by sending an email from your registered email address to chairman@tringswimmingclub.co.uk. This will delete your account information and remove any personal data from our records and website. If you do not request deletion of your account after leaving, it will be removed via regular maintenance.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please update it in TeamUnify when you login.

You have the right to ask for a copy of the personal information Tring Swimming Club hold about you on our TeamUnify database/website.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details e.g. email are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Cookies – TeamUnify

TeamUnify (TU) may set cookies and access TeamUnify cookies on your computer, please see the TeamUnify privacy policy for further information.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Review of this Policy

We keep this Policy under regular review.

This Policy was adopted May 2018