



## Data Protection Statement

### for London Borough of Waltham Forest Swimming Club

1. The club seeks to comply with the General Data Protection Regulation (GDPR)
2. The club is a not for profit organisation. We only process data for the purposes of establishing or maintaining membership of the club, to provide information to Swim England and to enter members into Swim England Licensed swimming meets which the club participates in.
3. The club currently uses the Team Unify system to store data. As part of the contract with Team Unify this data is behind an appropriate firewall and can be only accessed by designated committee members.
4. Members can log in to their own Team Unify account and amend their own personal data.
5. When committee members leave the Committee their access to this system is denied, bar a short reasonable handover period.
6. Once a member is registered with Swim England only the individual member can change their data protection choices. Members can do this by logging in to their own personal area of the online membership system. Please see Swim England Data Protection Notice.
7. Regarding Galas run by the club the information is only held for a short period of time before commencement and then is erased shortly after the competition.
8. The club will not divulge information outside of registered Swimming Authorities, which includes Swim England, London Region and Essex Swimming County and other associated member clubs for gala competition's, unless express permission has been obtained from the individual member.
9. The Club's Facebook Page is open to members of the club only. The club shall seek only to place general messages via this media and access will cease once individuals leave the club.

Updated March 2018