

SUMMARY PRIVACY NOTICE FOR OUR JUNIOR MEMBERS



At **City of Bristol** we try our hardest to make sure that we collect only those pieces of information about you that we absolutely have to know, that we keep them nice and secure and don't share them with anyone we don't need to, or you wouldn't like us to. This notice tells you in a very short way what we do and how we do it. If you find this interesting, you may like to read a more detailed version on the COB web site (it has lots more pictures).

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU



Whilst you are a member of **City of Bristol**, you or your parents or guardians provide us with lots of details about you. This is called **personal information** as it identifies you as an individual.

The long version of this note sets out a full list of personal information that we may collect about you and it tells you how we keep that information safe.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

There are some pieces of information about you that we must be really careful with and we call this "**special information**". It includes such things as your colour, background and which part of the world you or your family members are originally from; also, any information about your health, including any injuries you may have.



3. WHERE WE COLLECT YOUR INFORMATION



We collect most of the information about you either from your parents or guardian. Some of it though comes from you, for example when you swim in events or competitions. Swim England (they are the people who make the rules) also give us your swimming ID number which stays with you for your entire swimming career, yes even to the Olympics.

4. USES WE MAKE OF YOUR PERSONAL INFORMATION

This is the biggie in the long version of this document. It explains how we use the information we have collected about you, why we do so and why we think it is ok. It will hopefully seem all very sensible. The pictures we used may not be obvious, but they will give you something to look for:



5. DISCLOSURE OF YOUR PERSONAL INFORMATION

Sometimes we have to give your information to other people. If you enter a competition for example it kind of makes sense that we have to tell the club running the competition how old you are and whether you are a boy or a girl otherwise you might end up in the wrong event! We need to tell you who we will share your information with before we share it.



6. **KEEPING YOUR INFORMATION SAFE**



We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to. We also do lots of clever things to keep your information safe and secure.

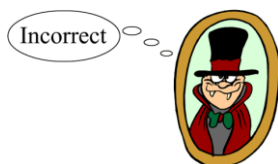
When you get to the Olympics, the World Championships or some other overseas event, we might need to provide some of the information we hold about you. We will talk to you before we do anything though as the competition might be taking place in a country that doesn't promise to look after your information as safely as the this country does.

7. **HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

As much as we enjoy having you in **City of Bristol**, when the time comes for you to move on, we won't keep any of your information except that which the Government or the Law tells us we must.



8. **WE MUST MAKE SURE THE INFORMATION WE HAVE ABOUT YOU IS CORRECT.**



If you spot anything that is wrong with the information that we hold about you then please let us know as we must correct it as soon as possible. We wouldn't want to enter you as a girl into a boy's race now would we?

9. **WHAT ARE YOUR RIGHTS?**

We are sure that you are used to being told about your wrongs, but did you know that you have rights when it comes to the information we hold about you?

The full version of this note explains what these rights are and how you can go about using them.



10. **AND IF YOU ARE CROSS?**



If you are really cross about the way we have used your personal information, there is a person who can help you called Elizabeth. She is what is called the Information Commissioner. Elizabeth has a large office full of people who will listen to you, one of which will then talk to us to make sure we are doing things properly. You can contact the people in Elizabeth's team either through their web site at www.ico.org.uk or by ringing 0303 123 1113.

11. **CHANGES TO THIS NOTICE**

You have probably noticed in life that things change all the time. Just when you get used to something, a new version comes out. Well, we might want to change the information in this leaflet from time to time. If that means big changes then we will be sure to let you know in plenty of time.

12. **CONTACTING US**

If you aren't really cross but you still have a question to ask you can always send an cobinfo.gov@gmail.com



to