

SUMMARY PRIVACY NOTICE

We are committed to respecting your privacy. This notice summarises our obligations to you in terms of how we process your personal information. It should be read in conjunction with the full privacy notice which can be obtained from the City of Bristol Aquatics web site.

1. **PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

When you interact with us in relation to your work with us, you may provide us with or we may obtain **personal information** about you. This is information which identifies you as an individual either on its own or in conjunction with other information to which we have access, e.g. the Swim England membership database.

The full privacy notice sets out the categories of your personal information that we may process.

2. **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your race or ethnicity;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and

There are additional safeguards in place that we must satisfy in order to be able to process this information. These are described in the full privacy notice.

3. **WHERE WE COLLECT YOUR INFORMATION**

We collect the majority of information directly from you however there may be occasions when we obtain information about you from other individuals or organisations. The circumstances in which we may do this are described in the full privacy notice.

4. **USES MADE OF YOUR PERSONAL INFORMATION**

We must have a valid reason for wanting to process your personal information; we are not allowed to hold this information without an acceptable reason for needing it. The full privacy notice describes the various purposes for us processing your details and in addition it provides our rationale of why we think that it is lawful for us to do so.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contacting us**" section below.

5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We will only share your personal information with the organisations described in the full privacy notice and in the circumstances listed. It is not always necessary for us to have your consent to share the information.

6. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

We will only transfer your personal information outside of the European Economic Area if you are involved in international training or competition outside of EEA countries. In these circumstances we will advise you of the risks we perceive and the safeguards that we put in place before we disclose any of your information.

7. HOW LONG WE KEEP PERSONAL INFORMATION

The length of time that we retain your information is dependant on a number of factors. We will obviously comply with any legal requirements to keep records, e.g. financial records, health and safety legislation and employment law. If there is no legal requirement then we will retain your information for a period of time following the end of your involvement with the organisation as described in the full privacy notice.

Further information on record retention can be found in the organisation's Register of Processing Activity (ROPA) which can be found on our web site.

8. ACCURACY OF INFORMATION WE HOLD

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you move home, change your phone number or email address. You may be able to update some of the personal information we hold about you through our web site. Alternatively, you can contact us by using the details set out in the "**Contacting us**" section below.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another organisation; and
- the right to object to certain automated decision-making processes using your personal information.

The full version of the privacy notice contains information about where you can obtain more details in respect of each of these rights. To exercise these rights, please see the **Contacting Us** section below.

10. IF YOU HAVE A COMPLAINT

If you have a complaint about the way City of Bristol Aquatics has processed your personal information you can contact the Information Commissioner's Office (ICO) through the web site www.ico.org.uk Alternatively you can speak to the ICO by telephoning 0303 123 1113.

11. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

12. CONTACTING US

To exercise any of the rights you have over the personal information that we hold about you, or to discuss and data protection issues, please send an email to City of Bristol's Information Governance Officer at cobinfo.gov@gmail.com

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