

Maxwell Swim Club

PRIVACY NOTICE FOR OUR COACHING STAFF

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

This notice applies to both current and former coaching staff, it does not form part of any contract of employment.

References to **we**, **our** or **us** in this privacy notice are to Maxwell Swim Club.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our Data Administrator and sub team has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When becoming a member of our coaching staff we collect and hold the following personal information relating to your:

- personal contact details that allows us to contact you directly such as name, title, address, email addresses and telephone numbers;
- date of birth;
- gender;
- referee details;
- national insurance number and other tax or governmental identifiers;
- bank accounts and tax information, right to work documentation;
- employment history including start and end dates, CV details, education history;
- identification documents and related information eg passport, ID cards etc;
- details of emergency contacts and next of kin;
- employment records and notes comprising job titles, work history, working hours, training records, details of leave;
- performance records including appraisal information;
- disciplinary and grievance information;
- records of correspondence with you;
- use of our information and communication systems including computer systems, software systems, that we allow you to use.
- Images in video and photographic form

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 health, including any medical information, disabilities, doctor's information, allergies and dietary requirements, social requirements.;
- Information about your race or ethnicity;
- We may not collect all of the above types of special category personal information about you.

In relation to the special category personal data that we do process we do so on the basis that

- It enables us to provide the best care for our coaching staff whilst working with us;
- the process is necessary for reason of public interest;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our coaching staff through the application process directly from applicants. We may sometimes collect further information from third parties including former employers and referees. We may also collect additional personal information throughout the period of you working with us.

If you are providing us with details of, referees, family members, next of kin and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

4. USES MADE OF THE INFORMATION

The purposes for which we process your personal information is to:

- make decisions about your working with Maxwell Swim Club, determining the terms on which you work with us, checking you are eligible to work legally in the UK;
- producing and maintaining club records, including staff directories, websites, advertisement, promotional materials;
- paying you;
- administering your employment/contract, conducting performance reviews and any grievance procedures;
- complying with health and safety obligations;
- dealing with legal disputes involving you including accidents whilst working with us;
- for the purposes of ensuring security of our systems and to facilitate and monitor the use of our IT systems;
- for the purpose of complying with any regulatory requirements;

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information, we may not be able to engage with you or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your engagement. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

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.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you.

5. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.

- **Prospective new employers:** for the provision of references for you.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

6. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

7. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 6 years. Exceptions to this rule are:

- Details regarding unsuccessful applicants where we will hold records for a period not longer than a 12 month period.
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

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 portal. Alternatively, you can contact us by using the details set out in the "**Contacting us**" section below.

8. 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 service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

9. **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.

10. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email the club data administrator Mark David at data@maxwellswimclub.org

If you need to amend or update any of your personal details held by us including address details, contact details etc please contact the Club Secretary at secretary@maxwellswimclub.org