



Reading Swimming  
WWW.READINGSWIMCLUB.ORG

## Privacy Policy

UPDATED 26<sup>th</sup> September 2022

### GDPR

You may be aware from your workplace or all of the emails hitting your inboxes at the moment that there are new data protection legislation being introduced on the 25 May 2018. General Data Protection Regulation covers the European Union and should help individuals have more control of their data and how organisations use them. To reflect these changes and new obligations, we've updated our privacy notice (effective from the 25 May 2018), which now tells you what we do with your personal data, how it's used and your rights as an individual under the new law.

### Privacy Notice

What personal information does Reading Swimming Club collect about you?

Reading Swimming Club collects and/or processes through the TeamUnify platform the following personal information about swimmers and their parents / guardians:

- Name, title, date of birth, address, email address, contact phone numbers, gender, physician name and contact details, medical information (if relevant and with parental consent), membership start and end date, attendance history, emergency contact, any additional comments, notes or information about a swimmer submitted by parents/guardians/coaches/committee members.
- Parent / legal guardian name, date of birth, and contact details, including address, email and phone number.
- Account Billing information and Payments received.
- Videos and photos
- Athlete / swimmer meet results.
- Swim England registration data for athletes / swimmers and the club workforce.
- Background and criminal record checks results for club workforce (with consent), qualifications relevant to position held at club (e.g. coach qualifications, Time to Listen course etc).
- Records of your interactions with us through emails and other correspondence.
- Copies of Identification documents such as passport and health cards (for travel).



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- Disciplinary and grievance information.

How does Reading Swimming Club use swimmer and parent/legal guardian personal information?

Reading Swimming Club uses this information for the following purposes:

- To operate the club and allow swimmers and their parents / guardians to easily register for and attend swim meets, sign up for jobs, access swim time histories and swimming practice photos and videos, for event management, communication, billing and collection of fees, and other services they request.
- For internal club record keeping.
- To comply with Swim England registration and membership requirements.

#### **Does Reading Swimming Club share your personal information with third parties?**

Reading Swimming Club will not share personal information without consent, except:

- Where it is necessary to share with a service provider, such as TeamUnify or SportsEngine (TeamUnify's parent company), in order to provide members, their parents, and coaches with services they have requested (e.g., to easily register for and attend swim meets, sign up for jobs, access swim time histories and swimming practice photos and videos); for event management; communication; billing and collection of fees; and other services they request.
- Where Reading Swimming Club has a legal obligation to disclose the information (such as responding to a court order), to protect Swimming Club's legal rights or to prevent fraud or illegal activity.

#### **Access to your information and correction?**

You have the right to request a copy of the information we hold about you or your swimmer. If you would like a copy of this information, please email [secretary@readingswimclub.org](mailto:secretary@readingswimclub.org). We have to update and obtain consents each season, but if you believe we have incorrect personal data in the meantime you can ask us to remove inaccurate information.

#### **Storage of data**

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

#### **Amendments**

We may update this policy from time to time by publishing a new version on our website.