



## **RSWPC Data Held Policy**

### **Fair processing.**

By submitting Personal Information to this website, you agree that Radcliffe Swimming and Waterpolo Club may process it in the manner described in this policy which describes our current practices with regard to Personal Information which is hosted by ClubBuzz Ltd. The term "Personal Information" refers to information about you personally, which, from time to time, you will be asked to submit (e.g. name and email address) in order to receive or use services on our website. As a result of changes in the law and technology, our practices will change over time. When this happens, we will post the changes on our website as soon as is practicable and, therefore, we encourage you to check the site frequently. We will always deal with your Personal Information fairly and in accordance with your instructions.

### **Use of Personal Information**

We will tell you the purposes for which we will process personal information. Such purposes include the following:

1. maintaining our membership database.
2. to inform you of selection for teams or invitations to club events.
3. contacting you with information pertinent to your membership or application for membership and details of events and other matters which we think will be of interest to you.
4. marketing and market research.
5. internal use to help us improve our services and to help resolve any problems.

### **Disclosure**

Any information you provide to us will only be used by us and possibly passed to our partners for the purpose of dealing with payments and using communications portals. It may also be disclosed to your organisation's Governing Body. You should also be aware that your information may be disclosed where we are obliged or permitted by law to do so.

### **Timescale**

We will hold your Personal Information within our systems for as long as you remain a member of the club. When you cease to be a member all personal data will be deleted within 6 weeks of the date of your resignation.

### **Cookies**

A 'cookie' is a small amount of information that is placed on your computer's hard drive when you visit a website. It collects details of visitor behaviour, which can be used to improve the service delivered to you on a website.



Your computer can be set to accept or reject cookies if you visit the "help" menu on your web browser. However, by rejecting cookies, you will not be able to use the "members' area" of the site and you will not be able to complete the registration process.

When you visit this site, your Personal Information may be collected using 'cookies'. Such information is subject to data protection laws and is dealt with in accordance with this Policy. For more information please visit : <http://www.aboutcookies.org>.

This site uses Google Analytics to collect usage data and Google also uses cookies for this purpose. Google has its own Privacy Policy which can be viewed at <http://www.google.com/intl/en/privacy/privacy-policy.html>. Where the site links to other websites and services these may also involve cookies. You are advised to check the privacy policy of each of these sites before using them.

### **Security**

Your data will be managed by ClubBuzz Ltd who manage data for hundreds of similar clubs in a secure hosting environment. Your data will be retained within the European Economic Area (EEA) other than where it is transferred to a third party for the purpose of setting up a payment regime where it will only leave the EEA if security meets the EU's security requirements.



## **RSWPC Data Protection Page**

### **Data Protection Statement**

Radcliffe Swimming & Waterpolo Club will only use your personal data for the purpose of your involvement in the club and will never pass this information on to 3rd parties with the exception of Swim England (please see our Privacy Notice on the link below). By becoming a member of the club and providing positive consent that you can be contacted, you are agreeing to receiving information primarily by email but also when necessary by phone, text or letter, concerning the club's activities including; meet information, membership and training fees, training issues and contact from the clubs committee members and head coach. This list is not exhaustive.

Each member has full access to their personal data via the club website, TeamUnify. This information on the swimmer's personal details, medical issues, parent(s)/legal guardian(s) and emergency contact(s) is deemed not be excessive but what is required by Swim England for the swimmer to participate in the sport.

It is responsibility of each member to keep their personal data up-to-date by amending by informing the membership officer at [Memberships@radcliffesc.co.uk](mailto:Memberships@radcliffesc.co.uk).

If any parent, legal guardian or swimmer over 18 years old requests access to their personal data they will be directed to the website to request an account, <https://uk.teamunify.com/team/rswc/page/system/contactus>

Any queries relating to the use of data and data protection should be made by contacting the Club's Data Controller, Samuel Dickinson at [admin@radcliffesc.co.uk](mailto:admin@radcliffesc.co.uk).

### **General Data Protection Regulation**

RSWPC are compliant with the General Data Protection Regulation (GDPR) which came into force in May 2018.

Click on the link below to view our privacy notice.

<https://uk.teamunify.com/team/rswc/page/club-policies/privacy-policy>