

Bicester Blue Fins Swimming Club

General Data Protection Regulation (GDPR): Guide for Club Members on how their personal information is used and stored for Bicester Blue Fins club business.

What is personal information?

Personal information is information about an individual that can identify them, like their name, address, email address, telephone number etc.

What personal information is collected and how is it used?

The following personal information may be collected from all Club members and maintained for Club use:

Personal Information	Examples of how it is used
Swimmer/member name	<ul style="list-style-type: none">• Identification of swimmer's member information in Team Unify account• Identification of swimmer by coaching staff and committee members for organising club activities and events• Identification of swimmer and their personal best times for managing galas and open meets <p>This information is shared with Swim England for registration purposes and with the following organisations for entering swimmers into open meets and galas:</p> <ul style="list-style-type: none">• Oxon & North Bucks County ASA• South East Region ASA• Other swimming clubs (for competitions)• Swim camp operator – if applicable• Swim camp insurance company – if applicable
Parent/Guardian name	<ul style="list-style-type: none">• Contacting parent/guardian of swimmers• Association of parent/guardian with swimmers under the age of 18
Email address	<ul style="list-style-type: none">• Contacting members and parents/guardians of swimmers under 18 on all club business <p>This information is shared with Swim England for registration purposes and with the following organisations for entering swimmers into open meets and galas:</p> <ul style="list-style-type: none">• Oxon & North Bucks County ASA• South East Region ASA• Other swimming clubs (for competitions)

Street address	<ul style="list-style-type: none"> • Contacting members and parents/guardians of swimmers under 18 <p>This information is shared with Swim England for registration purposes.</p>
Phone numbers	<ul style="list-style-type: none"> • Contacting members and parents/guardians of swimmers under 18 <p>This information is shared with Swim England for registration purposes.</p>
Date of Birth	<ul style="list-style-type: none"> • Needed to enter swimmer into the appropriate category for open meets and galas • Application of appropriate welfare considerations <p>This information is shared with Swim England for registration purposes and with the following organisations for entering swimmers into open meets and galas:</p> <ul style="list-style-type: none"> • Oxon & North Bucks County ASA • South East Region ASA • Other swimming clubs (for competitions) • Swim camp insurance company – if applicable
Gender	<ul style="list-style-type: none"> • Identification of swimmers age for entering them into the appropriate category for open meets and galas • Application of appropriate welfare considerations <p>This information is shared with Swim England for registration purposes and with the following organisations for entering swimmers into open meets and galas:</p> <ul style="list-style-type: none"> • Oxon & North Bucks County ASA • South East Region ASA • Other swimming clubs (for competitions)
Clothing size (optional)	<ul style="list-style-type: none"> • Appropriate allocation of clothing where provided to club members e.g. officials, coaches, club captains
Medical notes / Drs info. / Medication	<ul style="list-style-type: none"> • To identify appropriate training requirements • To provide appropriate emergency response to a medical incident • The health & safety of all members • Swim camp insurance company – if applicable
ASA number	<ul style="list-style-type: none"> • Identification of member records with Swim England <p>This information is shared with Swim England for registration purposes and with the following organisations for entering swimmers into open meets and galas:</p> <ul style="list-style-type: none"> • Oxon & North Bucks County ASA • South East Region ASA • Other swimming clubs (for competitions)

Disability	<ul style="list-style-type: none"> To identify appropriate training requirements To identify competition category <p>This information is shared with Swim England for registration purposes and with the following organisations for entering swimmers into open meets and galas:</p> <ul style="list-style-type: none"> Oxon & North Bucks County ASA South East Region ASA Other swimming clubs (for competitions)
Ethnicity	This information is optional but is shared with Swim England for registration purposes if given
Country of Representation	<ul style="list-style-type: none"> To identify competition eligibility <p>This information is shared with Swim England for registration purposes and with the following organisations for entering swimmers into open meets and galas:</p> <ul style="list-style-type: none"> Oxon & North Bucks County ASA South East Region ASA Other swimming clubs (for competitions)
DBS Check expiry date	<ul style="list-style-type: none"> To track DSB check renewal scheduling
Passport number	<ul style="list-style-type: none"> For those members travelling to a BBF Swim Camp <p>This information will be shared with the flight operator</p>
Photos / Videos	<ul style="list-style-type: none"> Coaching Promotion on the Club website (TU), Online social media and print media

How is the personal information captured and how long is it stored?

Most personal information is entered by members or their parent/guardian upon becoming a member of Bicester Blue Fins Swimming Club. It is entered in to Team Unify (TU), the club's online membership administration platform. All personal information is maintained in TU until a member leaves when their account will be made inactive.

Personal information is also captured in Hytec and Sports Systems tools, for the purpose of organising teams, capturing personal best times and for passing competition entry information to other clubs and organisations. This information is currently maintained indefinitely for the purposes of maintaining Club best time records.

For further information on our data retention policy please see our website www.bluefins.org.uk

Notes:

- Documents relating to Welfare are kept by the Welfare Officer in line with British Association of Counselling & Psychotherapy guidelines
- Information relating to Club disciplinary issues could be retained for longer after a member leaves the Club to maintain a record should future issues arise

Photos & Videos

At Bicester Blue Fins we often take images of our swimmers to convey our Club culture and celebrate successes. We use these images on our website, on our team feed, Facebook, Twitter, Instagram, print media and on promotional material (print and online). All imagery taken abides by the code of conduct stipulated by WavePower Swim England. These images are kept on a password protected computer and files and can be accessed by our Welfare Officer, Head Coach and Communications Officer. Once a swimmer has left the Club any individual images of them will be deleted from our system and from our website if requested.

Using your personal information in accordance with data protection laws

The following categories provide the legal basis for processing personal information within the GDPR:

Necessary for the legitimate interests of the organisation

The personal information you have provided will be used for the provision of swimming, training, coaching; the entering of swimmers in to open meets and galas; the organisation and running of other club events. It will also be used for the purpose of billing and collection of fees.

We have received consent to process the personal data

The collection and use of photos and videos is only done upon the receipt of the consent described in this policy.

Necessary to protect the vital interests of the data subject

Personal information on medical notes, medication and disabilities is collected and maintained to look after the vital interests of the members concerned.

Necessary for compliance with a legal obligation

Information regarding the DBS check renewal date is collected and tracked in order to maintain the club's legal responsibilities in the areas of child welfare in accordance with Swim England policies.

Special categories of personal information under GDPR

Where it has been provided, we will process any medical, ethnicity or disability information solely for the purposes of providing appropriate training, the welfare of the swimmer and for appropriate categorisation for entry to swim meets.

Last updated: May 2018 (This privacy policy may be subject to change - you can find the most recent version at www.bluefins.org.uk)