**Privacy Notice for Chalfont Otters Swimming Club**

**What personal information does Chalfont Otters collect about you?**

**Team Unify Database**

Chalfont Otters collects and processes--through the **TeamUnify** platform--the following personal information about their members:

* Swimmer name, date of birth, gender, medical information (if relevant and with parental consent), information about Club membership and squad group, attendance history, emergency contact details, any additional comments, notes or information about a swimmer submitted by any swimmer/ parent/ guardian.
* Parent/ legal guardian name, date of birth, and contact details, such as address, email and phone number.
* Videos and photos with consent.
* Results from swimming meets/ galas.
* Swim England registration data.
* Background and criminal record checks results for club workforce, with consent.

To view the Team Unify Privacy Policy [click here](https://teamunify.uservoice.com/knowledgebase/articles/54761-teamunify-security-and-privacy-policies)

**GoCardless Direct Debit System**

Chalfont Otters collects and processes payments from its members through the **GoCardless Direct Debit System.** This systemholdsthe following personal information about the members:

* Swimmer and parent/ guardian name.
* Contact e-mail address.
* Home address
* Squad
* Payment history

This system holds the bank details of the Club members, but these are RSA encrypted, and only communicated over secure channels. They are not visible to the users. GoCardless is authorised by the Financial Conduct Authority under the Payment Services Regulations 2009.

To view the GoCardless Privacy Policy [click here](https://prismic-io.s3.amazonaws.com/gocardless%2F7771e6dc-9885-4a69-8361-513e747a6f28_privacy-notice-v0518-0.pdf)

**How does Chalfont Otters use Members personal information?**

Chalfont Otters 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/ galas, volunteer for jobs, access swim time histories and swimming practice photos and videos, practice management, for event management, communication, billing and collection of fees, and other services they request.
* For internal Club record keeping.
* To comply with national and regional sports bodies’ (e.g., Swim England) registration and membership requirements.

**Does Chalfont Otters share your personal information with third parties?**

Chalfont Otters will not share personal information without consent, except:

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

**Data Access, Retention and Accuracy**

* Chalfont Otters will ensure that only Club Officials who need to process personal data for the purposes of running the Club, such as managing swim meets and billing have access to your data.
* Data will be retained for a period of up to 12 months after a member leaves the Club, for record keeping reasons.
* Members are responsible for ensuring that they notify the Club of any changes in their personal information, so that the Club can ensure the accuracy of the data held.
* The Club Committee will endeavor to address any questions or concerns about data usage within 72 hours of receipt of the question, or notification of concern.