



Amersham Swimming and Diving Club Privacy Policy

General Data Protection Regulations (GDPR) are designed to give increased privacy rights and power to individuals whose data is being collected by organisations.

GDPR requires that all data shall be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals;
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be incompatible with the initial purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Amersham Swimming Club collects personal data from members (including Parents and Guardians of minors) using forms completed by you on the website or manually, telephone calls, correspondence such as emails, details of attendance at internal and external events. This information collected is used to email and make telephone contact with you to provide information regarding Club activities and for use in the event of an emergency.

We also need it to satisfy the following:

1. Legitimate Interest - to send information on activities and events which have been arranged as part of membership.
2. Contractual - to allow us to provide member services associated with the day to day running of the club and its activities such as requests for payments, admin charges, registers, and fees.
3. Legal - to fulfil legal obligations for health and safety, insurance and child protection purposes.

Who has access to your data?

The following people may see your data: Head Coach, Coaching Staff, Team Managers, Welfare Officers and Committee Members including Chair, Vice-Chair, Club Secretary, Meet Secretary, Membership Secretary, Finance Controllers, SwimMark Co-ordinator. Named performance data is available on the website and Club notice boards.

The data we collect

- Personal contact details that allows us to contact you directly such as name, title, email addresses, residential address and telephone numbers
- Date of birth
- Gender
- Emergency contact details including next of kin
- Transactional financial details
- Membership start and end date
- Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us
- Qualifications, certificates and relevant course attendance details
- ASA membership details
- Images in video and/or photographic form
- Records of your attendance at coaching sessions and any events hosted by us
- Records and assessment of any members rankings, grading or ratings, competition results, details regarding [events/meets] attended and performance
- Any disciplinary and grievance information
- Disclosure and Barring reports
- Medical and health information
- information about your race or ethnicity

Where we collect your information

We normally collect personal information about our members when you apply to become a member of Amersham Swimming Club, you request to receive information, when you make a query and/or complaint or when you correspond with us by phone, email or in some other way.

If you are providing us with details of next of kin, family members 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.

Amersham Swimming Club uses this data to

- Meet legal obligations such as reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures
- Collate internal records
- Advise you of Club events, activities and galas via text, email and phone
- Process competition entries
- Process relevant memberships with ASA / Swim England
- Process performance data
- Process your membership with Swim England and meet their accreditation requirements.
- Contact you in response to an enquiry
- Contact you in case of an emergency

In connection with any request or enquiry you make, your information will be passed to the relevant club contact.

In connection with any membership application you make, your information will be passed to Swim England using their ASA Online Membership system.

Amersham Swimming Club will not disclose any personal information we collect about you to a third party without your consent.

In agreeing to this Privacy Policy, you are consenting to your personal data being processed by Amersham Swimming Club in the manner described above.

If you do NOT CONSENT to your personal data being processed in line with the Amersham Swimming Club Privacy Policy, your data will be deleted, in line with your right to be forgotten, and you will be unable to be a member of Amersham Swimming Club.

How long do we keep personal information for?

Amersham Swimming Club will process personal data during the duration of your membership after which your data will be deleted. Amersham Swimming Club will continue to store only the personal data needed to meet any legal or Swim England obligations and will continue to store individual's performance data which form part of the Club's competitive records.

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 after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months
- 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 change your phone number or email address. You may be able to update some of the personal information we hold about you through our website. Alternatively, you can contact us by using the details set out in the "Contacting us" section below.

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;
- 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 of the ASC Website . 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.

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.

Contacting Us

In the event of any query or complaint in connection with the information we hold about you, please email members@amershamswimmingclub.co.uk or write to us at Amersham Swimming Club, c/ Chilterns Lifestyle Centre. Chiltern Avenue, Amersham, Bucks, HP6 5AH