



## **Worksop Dolphins Swimming Club**

### **Data Protection and Privacy Policy**

This Privacy Notice sets out how we collect, use and protect the information we hold in respect of you. For the purpose of the Data Protection Act 1998, the Data Controller is the Worksop Dolphins Swimming Club. Our Club Secretary has overall responsibility for data protection compliance in our organisation, contact details are set out in the 'Contacting Us' section at the end of this privacy notice.

Children have the same rights as adults over their personal data. These include the rights to access their personal data, request rectification, object to processing and to have their personal data erased.

Personal data means any information about an individual from which that individual can be identified, including photographs.

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need members personal data is to be able to operate the swimming club, administer membership and provide membership services expected when registering with the club, to share information with coaches, managers or officials to run training sessions or enter events, to arrange galas and events.

### **Personal information we may collect and process from you:**

Information that you provide by filling in forms. Other information you may provide to any of our officers, coaches or volunteers electronically, manually, by email, or otherwise. This includes information provided when:

- Completing Membership Forms
- Registering for events
- Entering a competition
- Posting material
- Reporting a problem
- Providing payment details
- Relevant medical information
- Information about any relevant impairments you may have
- Details of transactions you carry out through the club and of the fulfilment of any orders or requirements

Depending on the type of membership you register for with us, or the type of volunteer role or employee role you apply for, you may initially provide us with or we may obtain personal information about you. Such as:

- Personal contact details to allow us to contact you directly such as name, email address and telephone numbers
- Date of birth
- Gender
- Ethnic origin
- Contact details of a third party in case of emergency,

- Any credit/debit card and other payment details you provide so that we can receive payments from you and details of financial transactions with you
- References and other information included in a CV or cover letter or as part of the application process for employment or a volunteer role
- Records of attendance at training sessions and events hosted by the club
- Images in video and/or photographic form
- Records and assessment of any rankings and competition results
- Any disciplinary and grievance information
- Record of relevant courses attended and awards gained
- Record of DBS checks undertaken with your explicit consent specifically for the Club through Swim England.
- We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

## **Website**

Worksop Dolphins website is set up to provide members and the public with relevant information about Worksop Dolphins Swimming Club. It may include details of achievements of our members and results of individual members from recent and past events. It does not contain any further personal data about members. Photographs of members will only be included on the website with the parent and swimmers specific consent. The website is available generally on the World Wide Web. We do not have any part of the website that is secure to members only.

## **How we store your personal data:**

Information you provide to us is stored securely to prevent your personal data from being accidentally lost, used or accessed, altered or disclosed in an unauthorised way, with the exception of the information which is available on the website.

Uses made of the information you provide:

- To provide Dolphins Club Members with information relevant to their membership
- To carry out obligations to club members
- To notify members of changes to the Club, its members or the services it provides and the events that it promotes
- Where any relevant medical conditions, physical or mental impairments are disclosed to ensure that, in consultation with you, these factors are taken into consideration in relation to your swimming training and other activities within the club.
- To provide information to committee members about club activities, membership renewals or invitation to events

We may disclose your information to third parties:

- For registration purposes, competition entry, officiating at competitions
- To meet legal obligations or valid request, including reporting and investigating under Swim England Wavepower Child Safeguarding Policy and Procedure
- If the clubs assets are transferred to a third party, in which case personal data held about club members will be one of the transferred assets.

- If the club is under a duty to disclose or share your personal data in order to comply with any legal obligation or agreements. Or to protect the rights, property or safety of our members, officers, volunteers, suppliers or others. This includes exchanging information with other companies and organisations for the purpose of fraud protection.

### **Access to Information**

You have the legal right at any time to request access to, rectification or erasure of your personal data, to restrict or object to certain kinds of processing of your personal data, including direct marketing, to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office, about the processing of your personal data. the information held about you by Worksop Dolphins Swimming Club.

### **How long we hold your personal data**

We keep personal data on our participants and members while they continue to be participant or member or are otherwise actively involved with the Club. We will delete this data 2 years after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal, regulatory or Swim England purposes. We will also continue to store individual performance data which forms part of the Clubs competitive records.

### **Changes to our Privacy Policy**

Any changes we may make to our Privacy Policy in future will be posted on the website and where appropriate, notified to you by email.

### **Contacting us**

Questions, comments and requests regarding this Privacy Policy should be addressed to Worksop Dolphins Swimming Club secretary on [admin@worksopdolphins.co.uk](mailto:admin@worksopdolphins.co.uk)

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