



Privacy Policy

Soundwell Swimming Club (SSC) is committed to protecting and respecting your privacy.

This policy contains important information about what personal details we collect; what we do with that information; who we may share it with and why; and your choices and rights when it comes to the personal information you have given us and how the law protects you.

SSC is the data controller for the purposes of the Data Protection Act 1998 and the EU General Data Protection Regulation.

What data do we collect from you?

SSC collects personal data from members, parents and guardians, volunteers and officials. We may collect the following information:

- Name, address, telephone numbers
- Date of birth
- Emergency contact details
- Medical information
- Bank account details
- Performance, attendance and event data
- Using or browsing our website
- Telephoning, texting, writing by post or emailing us
- Disclosure & Barring Service reports
- Qualifications, certificates and relevant course attendance details

Who has access to this data?

The following people may see your data:

- Head Coach
- Coaching Staff
- Club Officers
- Team Managers
- Camp Organisers
- Welfare Officer
- Committee Members
- Competition Secretary

Named attendance summary data may also be available on the club notice board.

Why do we collect this data?

We take data protection law seriously and it is necessary for us to use personal information about you, such as when you become member or official. Using your information in this context is necessary so that we can:

- Meet legal obligations such as reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures.
- Advise you of club events, training cancellation, activities and galas via text, email, phone and social media

- Process competition entries
- Process performance data
- Process your membership with ASA/Swim England and meet their accreditation requirements.
- Contact you in response to an enquiry
- Contact you in case of an emergency
- Coaches being fully informed of medical conditions of members when training or away at events
- Internal record keeping, eg volunteer qualifications

Who we may share your data with?

SSC will not disclose any personal information we collect to a third party, without your prior consent, unless legally obliged to do so.

Your data may be shared with third parties for registration purposes, competition entry, officiating at competitions. For example:

- ASA
- Other swimming clubs running Open Meets
- The National Arena League
- Swim England

SSC may disclose your personal information to meet legal obligations, or valid request, including reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures.

How long do we keep your personal information?

SSC will process personal data for the duration of your membership. When membership ceases, your data will be deleted, except for personal data needed to meet any legal or ASA/Swim England obligations.

We will also continue to store individual performance data which forms part of the Club's competitive records.

What rights do you have in respect of your personal information?

In relation to your personal data, you have the following rights:

- The Right to be Informed: you have right to receive personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format.
- The Right to be Forgotten: you can ask for the data we hold about you to be deleted (we would continue to store any personal data needed to ensure the safeguarding of children, any legal obligations or to comply with Swim England requirements defending a legal claim).
- The Right of Access: you can request access to the data SSC holds about you.
- The Right of Rectification: SSC will update any incomplete or inaccurate information they hold about you upon request.
- The Right to Restriction of Processing: where certain conditions apply to have a right to restrict the processing of your personal data.
- The Right of Portability: you have the right to have your personal data transferred to a third party.
- The Right to Object: you have the right to object to certain types of processing (direct marketing for example)

How do we protect your personal information?

We will take all reasonable steps to ensure that your data is treated securely, including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Our Website

SSC web pages may contain electronic images, known as web beacons or spotlight tags. These enable us to count users who have visited certain pages on our website. Web beacons and spotlight tags are not used by us to access your personal information, they are simply a tool we use to analyse which web pages customers view, in an aggregated manner.

The SSC website may also use cookies. Cookies are pieces of information that a website transfers to your computer's hard disc for record keeping purposes. Cookies can make the web more useful by storing information about your preferences on particular sites, thus enabling website owners to provide more useful features for their users. They contain no name or address information or any information that will enable anyone to contact you via telephone, email or any other means.

Most browsers are initially set to accept cookies. If you would prefer, you can set your browser to disable cookies or inform you when they are set. However, given that we may sometimes use cookies you may not be able to take full advantage of our website if you do disable them.

Our site may also contain links to other sites. Please be aware that we are not responsible for the privacy practises of these sites. We encourage our users to be aware when they leave our site and to read the privacy statement on those other sites. The SSC Privacy & Data Protection Policies do not apply to information collected on third party sites.

Changes to our Privacy Policy

SSC may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25 May 2018.

Complaints

If you wish to make a complaint about our collection or use of your personal data, please contact us in the first instance.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO), the statutory body which oversees data protection law in the UK. Please visit the ICO website if you wish to lodge a complaint with the ICO.

Contact Details

Our contact for data protection is the Chairperson, who can be contacted at chair@soundwellswim.org.uk.

By agreeing to this Privacy Policy, you are consenting to your personal data being processed by SSC in the manner described above.