

## Wellington Swimming Club - Privacy Notice

We at Wellington Swimming Club want to make sure all your personal details we hold about you are safe and secure. This policy sets out how we make sure we do just that and what to do in case you have any questions for us or want to see how your details are used.

Sometimes organisation like ours need to appoint an individual called a Data Protection Officer, our officer is Emma Purnell and can be contacted by emailing WSC\_MA@outlook.com.

### How the law protects you

As well as our commitment to protect your privacy it is also protected by law; the law states we are allowed to use personal information only if we have a proper reason to do so and that information must be;

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and does not directly contravene that purpose
- Relevant to the purpose we have told you about and limited only to those purposes
- Accurate and up to date
- Kept only as long as necessary
- Kept securely

### What type of details do we collect from you?

We might collect and store the following personal information about you before, during and after your time as a member with the club such as:

- Contact details, such as your name & address, email & telephone number
- Date of birth
- Gender
- Emergency contact
- Bank details
- Records that tells us when you were at any events or competitions
- Records of rankings, times, including time trials and open meet results
- Photos or videos of you, where consent has been obtained
- Contractual arrangements i.e. suppliers, leisure centres

### Special Categories of Personal Information

We may also hold and use information called 'Special Information' such as any health issues or injuries the swimmers might have had and is purely for health and safety reasons.

Additionally the ASA ask us to collect information through the annual membership forms.

Special information is only used if there is a good reason to do so;

- If it is in the interest of the public and we have a lawful reason to use it
- You have told us you are happy for us to use it.

### How do we collect this information?

We will normally collect personal information about you when you complete the following forms, or when you contact us by email or telephone. We may also collect information from third parties when entering competitions.

Data you give us:

- Membership form when you join the club
- Annual ASA membership form
- Annual medical & health form

Data from third parties we have dealings with:

- Swim England
- ASA
- Leisure Centres
- Suppliers
- Other clubs or when collecting results from open meets or galas

### How do we use your information?

We will use your personal information when the law allows us to or in the following circumstances.

- Where we are required to by law
- Where we need to in undertaking the clubs activities

Here is a list of how we may use your personal information and the reason for using your personal information.

What do we use your information for?	What type of information do we use?	What reason do we have to use it?
<b>To make sure your membership is managed effectively. To communicate any changes in the club and minutes from AGM.</b>	All contact and membership details	We need all this information to make sure we do a good job in managing your membership with us. Keeping you update with training programmes and any changes to the club.
<b>To provide you with merchandising information</b>	Contact Information, information you provide relating to purchases.  Parent/guardian's payment information.	We need all this information to make sure you get the [merchandise/products/services] you ordered.
<b>To send you information about future galas, open</b>	All contact and membership details.  Results, times and	We need all this information to make sure we do a good job in

<p><b>meets, interclub champs or league fixtures.</b></p> <p><b>Team selection sheets</b></p>	<p>rankings. Entry details, ASA Membership, Age, gender, emergency contact information</p> <p>Health information</p>	<p>managing your membership with us. Complying with regulations that apply to us, including safeguarding &amp; insurance In the event of an emergency have emergency contact information</p>
<p><b>Collate and store results from galas, open meets, interclub champs or league fixtures.</b></p>	<p>All contact and membership details. Results, times and rankings.</p>	<p>Entries of meets and galas are usually through SportsSystem &amp; Hytek Team Manager, entry packs and result packs are shared to transfer results at competitions you enter</p>
<p><b>To help you if you have a question or you are not happy with something we have done.</b></p>	<p>Contact details and any chats we have had.</p>	<p>It is in our interests to make sure we deal with any issues you have quickly.</p>
<p><b>We will keep all of your details in our Hytek Team Manager System</b></p>	<p>All of your personal details, contact details, Health information, parent/guardian and emergency contact details.</p> <p>Results, times and rankings from open meets, galas, inter-club champs and club championships.</p> <p>Swimming group - used for financial information &amp; monthly register.</p> <p>Consent</p>	<p>It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to. If we use any '<b>special information</b>', we will only do so on the basis of one of the '<b>special reasons</b>' we talked about above. Complying with regulations that apply to us, including safeguarding &amp; insurance</p>
<p><b>To promote the sport, our events and membership packages.</b></p>	<p>Any photos or videos of you.</p>	<p>Only where you have told us you are happy to use our photos and consent is given.</p>
<p><b>To make sure we are keeping up with health and safety.</b></p> <p><b>Including the monthly</b></p>	<p>Details of the events and competitions you have attended.</p> <p>Contact information, emergency contact name</p>	<p>It is in our interests to make sure we provide you and others like you with a safe place train. Complying with</p>

<p><b>Register</b></p> <p><b>We might use details about your health (including any injuries or disability) to make sure you are safe and well enough to participate.</b></p>	<p>and number,</p> <p>Health information</p>	<p>regulations that apply to us, including safeguarding &amp; insurance</p> <p>We will only use this <b>'special information'</b>, on the basis of one of the <b>'special reasons'</b> we talked about above.</p>
<p><b>We will use your details to assess your performance and to find out what else we can do to help you improve your development and training with us.</b></p>	<p>Details about your performance and the events or competitions you have attended.</p>	<p>The coaching team will use this information to develop training programmes to enhance the overall performance of swimmers and the club</p>
<p><b>To arrange for any trip or transportation to and from an event.</b></p>	<p>Details of family members and emergency contacts, your parent/guardian's payment information and details about your health.</p>	<p>We need all this information to make sure we can make arrangements for any trip you go on.</p> <p>If we use any <b>'special information'</b>, we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.</p>
<p><b>Whereby any information is needed in the event of safe guarding, disciplinary or other issues with your membership.</b></p>	<p>All of your personal details.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport.</p> <p>If we use any <b>'special information'</b>, we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.</p>
<p><b>Third parties, such as suppliers, leisure centers,</b></p>	<p>Supplier contact information</p> <p>Contracts pertaining to the relationship with suppliers, leisure centers, coaching team.</p> <p>Bank details</p> <p>Merchandising information</p>	<p>We need this information to manage our relationship with our suppliers.</p> <p>Complying with regulatory and statutory requirements.</p> <p>Financial information i.e. invoices will be kept for 6 years</p>

We only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason which is in keeping with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

### Who else may use your details?

We may send your details to others to help us run our swimming club. These are;

- Anyone you have said you are happy for us to send your details to.
- Any regional or governing body, to help improve and keep an eye on developments in the sport.
- Police, law enforcement, in the event of investigations, preventions of crimes.
- Our regulators, where the law tells us to do so or to help them with any investigations
- Clubs or league events when entering competitions, such as open meets, regional or local leagues and inter club championships.
- Swim clubs or organisations you ask us to share your data with.

### Are your details safe?

We have put in security measures to make sure your details don't go missing or get used in a way they shouldn't be.

Your electronic information is stored in Team Manager and ASA membership portal whilst hard copies are stored in secured filing cabinets

Access to this information is limited to those individuals identified as requiring it to fulfil their roles acting on behalf of the club.

- Data Officer / Meet Co-Ordinator
- Membership Secretary
- Coaching Team

### Limited Access

- Treasurer
- Chairperson
- Welfare Officer

Did you know that all data controllers based in the European Union (EU) and the UK like us are subject to laws that make sure your personal details are safe? Sometimes some of your personal details may be transferred to and stored in countries outside the UK and the EU, which are not subject to the laws that makes sure your details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure. If someone else is using your details because we have told them to, we will also make sure that we put measures in place to protect it.

### How long do we keep your personal information for?

We collect personal details from you for different reasons and therefore might keep it for different lengths of time, for example finance information is kept for 6 years.

Although we renew your personal information annually it is important to make sure that the details we hold about you are accurate and up-to-date so make sure you let us know if any details change by contacting [WSC\\_MA@outlook.com](mailto:WSC_MA@outlook.com).

When leaving the club the membership system will be switched to 'lapsed' and removed on the anniversary of the annual ASA membership renewal, unless you ask us otherwise to delete your personal information prior to this date.

### What are your rights?

Did you know you can ask us to do lots of things with your details? You can ask us

- To tell you how your details are being used;
- To provide you with a copy of all the details we hold on you;
- To correct some of the details we hold if they are incorrect or out of date
- To delete all of the details we hold on you (unless we have good reason not to)
- To stop using your details in a certain way
- To send your details to you or another club on your behalf, for example your record of your times achieved in open meets.

Don't forget if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you information on merchandising, upcoming future open meets, leagues or galas the club may attend.

More information about these rights can be found online at <https://ico.org.uk>. If you have any questions or are unhappy about something, please contact us at [WSC\\_MA@outlook.com](mailto:WSC_MA@outlook.com)

### What happens if we need to change this notice?

Keep an eye out for changes to this notice online [www.wellingtonswimmingclub.com](http://www.wellingtonswimmingclub.com). If we make significant changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

### How can you get in touch?

If you have a question or a complaint, you can always get in touch with one of our team by emailing [WSC\\_MA@outlook.com](mailto:WSC_MA@outlook.com)

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