

# DAWLISH SWIMMING AND LIFE SAVING ASSOCIATION

Website: [www.dawlishswimmingclub.co.uk](http://www.dawlishswimmingclub.co.uk)

Email: [dawlishswimmingclub@gmail.com](mailto:dawlishswimmingclub@gmail.com)

REGISTERED CHARITY NO: 1145478

## Dawlish Swimming Club Data Protection & Privacy Policy

Dawlish Swimming Club ("We") is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed. Please read the following carefully to understand our practices regarding your personal data and how we will treat it. The policy follows the Data Protection Act 1998 and the Regulation (EU) 2016/679.

### INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- Information that you provide by joining the club, including information provided when:
  - Registering to be a member and providing gift aid details (which may include medical information about you which is collected purely for the purpose of ensuring your health and safety when competing and which will not be transferred to any third party save as specifically authorised by you or in a medical emergency).
  - Registering for events
  - Joining our Facebook group and posting material
  - Kit order forms
  - Entering a competition
  - Reporting a concern.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes to improve the Club.
- Swimmer's attendance register.

### WHERE WE STORE YOUR PERSONAL DATA

The personal membership data that we collect from you is stored on the Swim England database, a copy is stored by our membership secretary. Swim England take data protection very seriously and the organisation's data protection notice and guidelines are detailed here: <https://www.swimming.org/library/142>

At Dawlish membership contact data is held on our communication service Gmail which is provided by Google, these details are updated as required and deleted when the member leaves the club. Any payment transactions are processed by Lloyds Bank and monthly transactions and reports are stored electronically by the Treasurer, along with gift aid details. Payment records are kept for 5 years. Gift aid and membership details are stored in a file, updated annually and deleted when the member leaves the club.

Swimmer's times, name, address, telephone number, email address and DOB are also stored on the Hytek Team Manager system by our membership and competition secretaries and our head coach. These systems are password protected. Swimmers are deleted on request.

The club membership form requires each member to provide us with detail relating to any health issues that in your judgement you feel the club should be made aware of. In addition, we ask that you provide detail of any medication that might be required in relation to the health issue. This information is stored on file and shared with the relevant coach. Team Manager's carry swimmers emergency contact details with them at galas. These are kept in a folder in the Team Managers bag and destroyed after each gala.

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## HOW WE USE YOUR INFORMATION

We use information held about you in the following ways:

- To maintain Dawlish Swimming Club Records. These records store swimmers times.
- To provide you with information about changes to swimming times, relevant upcoming meets and competitions or services that you request from us or which we feel may interest you, where you have given consent to be contacted for such purposes.
- To carry out our legal obligations arising from our status as a Charity to HMRC and as a member of Swim England including gift aid details and all club member DOBs and names respectively.
- To notify you about changes to our club, its membership or the services it provides and the events that it promotes.
- We use swimmer's times and ages to build club gala team lists and to complete competition entries and, after consent, will submit these to the host organisers.

By submitting your personal data, we are legally processing your data in compliance with our legal obligation and legitimate interest. As a competitive swimming club we will invite you to all relevant events and send you information relevant to the club directly via email. In general, Facebook will be used for additional correspondence and social events. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

## DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to third parties:

- Team lists (names and ages) will be sent to all members invited to the event and may be displayed on the Club's noticeboard in Dawlish Leisure centre.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation and other 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 purposes of fraud protection and credit risk reduction.

## YOUR RIGHTS

We will inform you (before collecting your data) what we intend to use your data for. We will ask for your consent to this every January and will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. You can exercise your right to prevent such processing by checking clear boxes on the forms we use to collect your data and you can also exercise the right at any time by contacting us at: [DawlishSwimmingClub@gmail.com](mailto:DawlishSwimmingClub@gmail.com)

When you leave the club your personal contact and membership details will be deleted once you inform: [DawlishSwimmingClub@gmail.com](mailto:DawlishSwimmingClub@gmail.com).

We will hold swimmers times on our system unless you ask us to delete these. Your right of access can be exercised by contacting: [DawlishSwimmingClub@gmail.com](mailto:DawlishSwimmingClub@gmail.com)

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## WEBSITE, IP ADDRESSES AND COOKIES

Our website is a subscription to a web hosting company and from time to time may contain links to and from the websites of our partner networks, sponsors advertisers and affiliates. You can read their policy here: <https://www.one.com/en/info/cookie-policy>. We use Facebook to communicate to members and you can read their policy here: <https://en-gb.facebook.com/policy.php> . Please note that our advertisers and sponsors may also use cookies, over which we have no control.

## CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be added to this document and, where appropriate, notified to you by e-mail.

## CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to: [DawlishSwimmingClub@gmail.com](mailto:DawlishSwimmingClub@gmail.com)

UPDATED: 14/05/2018