

Oadby and Wigston Swimming Club

PRIVACY POLICY NOTICE

1. PURPOSE OF THIS NOTICE

This notice describes our Privacy Policy. In other words, how we collect and use personal data about you, in accordance with The General Data Protection Regulation (GDPR) – in force from 25th May 2018, and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

We would be pleased if you would read the following carefully to understand our practices regarding your personal data and how we treat it.

2. ABOUT US

Oadby & Wigston Swimming Club (OWSC) is an amateur swimming club registered with Swim England.

For Data Protection Legislation purposes and this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information which is contained in this privacy notice.

3. HOW WE MAY COLLECT YOUR PERSONAL DATA

Oadby & Wigston Swimming Club complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:-

- To administer records for OWSC members
- To manage our volunteers
- To maintain our own accounts and records
- To inform you of news, events and activities pertaining to OWSC
- We may share your details with Swim England upon their request.

4. THE KIND OF INFORMATION WE HOLD ABOUT YOU

The information we hold about you may include the following:

- your personal details such as your name, address, email address and emergency contact number.
- Swim England membership number
- Details of swimmers medical conditions.
- our correspondence and communications with you
- information about any complaints and enquiries you make to us
- information we receive from other sources, such as publicly available information, eg Swim England website.

5. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

- Explicit consent of the data subject so that we can keep you informed about news, events, and activities regarding OWSC.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:-
 - The processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - There is no disclosure to a third party without consent.

6 SHARING YOUR PERSONAL DATA

Your personal data will be treated as strictly confidential and will only be shared with other members of OWSC in order to carry out a service for members or for purposes connected with OWSC. We will only share your data with third parties outside of OWSC with your explicit consent.

7 DATA RETENTION

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected. Once a swimmer leaves the club we will destroy data held on them within 3 months unless they specifically request data is retained for future reference.

Change of purpose

Where we need to use your personal data for a reason, other than for the purpose for which we collected it, we will only use your personal data where that reason is compatible with the original purpose.

Should it be necessary to use your personal data for a new purpose, we will notify you and communicate the legal basis which allows us to do so before starting any new processing.

8 YOUR RIGHTS AND YOUR PERSONAL DATA

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of personal data which OWSC holds about you;
- The right to request that the OWSC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for OWSC to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provides the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data,(where applicable).
- The right to lodge a complaint with the Information Commissioners Office.

9. CONTACT US

To exercise all relevant rights, queries of complaints please in the first instance contact the Club Secretary

OWSC
c/o 26 Georgeham Close
Wigston
Leicester
LE18 2HZ
Email: owswimclub@gmail.com

You also have the right to make a complaint to the Information Commissioner's Office (ICO), who are the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:-

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF

Telephone – 0303 123 1113 (local rate) or 01625 545 745

Website – <https://ico.org.uk/concerns>
