

Sedbergh Swimming Club

PRIVACY STATEMENT

We are a Data Controller under the terms of the Data Protection Act 2018 (DPA) and the requirements of the EU General Data Protection Regulations (GDPR).

This Privacy Statement explains what Personal Data Sedbergh Swimming Club holds, why we hold and process it, who we might share it with and your rights and freedoms under the law.

Types of Personal data, and why we process it (process means we obtain, store, update and delete data).

1. **Name, address, telephone number, date of birth, email address, next of kin of all members:** for the purpose of communicating with members;
2. **Health Information:** for the health and safety of members undertaking swimming lessons and to ensure lifeguards are aware of swimmers needs.

We hold this data because it is in our legitimate interest to do so. Without holding this type of information we cannot work effectively and protect our members.

We will share this data only with the Swimming Club Committee, Swimming Teachers and Lifeguards.

Notifications and Club announcements will be made on our Facebook Group, Sedbergh Swimming Club (this is a closed group). There is no obligation for members to join Facebook. From time to time we may use this group to promote the Club's activities by posting photographs of our swimmers. We may also contact you by your mailing address, email or phone.

Security of personal data - The Club ensures that personal data is stored securely using modern software that is kept up-to-date.

Access to personal data is limited to staff who need access and appropriate security measures are in place to avoid unauthorised sharing of information.

When we delete personal data then this is done safely so that it is irrecoverable.

As membership with the Swimming Club is on an annual basis then data will be collected and confidentially destroyed each year.

If you are not happy or wish to raise a concern about our data processing you have the right to complain to Sedbergh Swimming Club in the first instance. Please email the Club's Data Protection Officer and we will do our best to resolve this. Contact: Sedberghswimmingclub@gmail.com. If this fails you can complain to the Information Commissioner at www.ico.org.uk/concerns or ring 0303 123 1113.

Reviewed 14/3/23

