We at SDSC want to make sure all of the personal details we hold about you are safe and secure, so we have put together this note to tell all of our junior members how to make sure we just do that and what we do in case you have any questions for us or want to see what information we have. We are, what is known as, a data controller. This means we have control over how your details are used and who we pass them to.

Sometimes organisations like ours need to appoint an individual called a Data Protection Officer to make sure we are being very careful with your information. We do not need to have a Data Protection Officer, but the Committee will make sure your details are safe. They can be contacted at poolside or by email in case you have any questions

**Personal information we may collect from you**

* Address & Contact details (as supplied on the membership form)
* Date of birth
* Gender
* Volunteering start and end date (including membership of Committee)
* Records of your interactions with us such as emails
* Emergency Contact Details
* Attendance Record of Swimmers
* Race Times (this is supplied to the ASA as per entry pack requirements)
* Club ranking details for swimmers
* Accident Record Book (This will be shared SSL and any other appropriate health professionals)
* Welfare Case Notes
* Signatures from codes of conducts
* Photo and Video consent forms and related images
* Entry data form for competitions
* Your marketing preferences
* Discipline and grievance information
* Attendance on club trips (including use of coaches)

**Special Categories of Personal Data**

* Health Records (which need to be kept up to date by yourselves)
* Criminal Records information on the basis of legal obligations

We will only use this data if we have a really good reason to use it

**Why we are allowed to use your data**

We will process any data held to ensure effective coaching and safeguarding of all individuals related to the club.

**Where we get this information from**

We typically collect personal information about our members when you apply to be a member of the club, when you make a query and/or complaint or when you correspond with us.

We may collect personal information through the use of TeamApp.

**Direct Marketing**

Email, Team App or SMS marketing: from time to time, we may contact you by these methods with information about products and services we believe you may be interested in.

We will only send marketing messages to you in accordance with the marketing preferences you set. You can let us know at any time that you do not wish to receive marketing messages by contacting us by email.

**Who else may use your information?**

We share your personal information with the following parties

* Anyone you are happy for us to send your details to
* To any governing bodies or regional bodies for swimming
* The Government or our regulators if we are required to do so by law
* Police, Law enforcement, Medical and Security Services: to assist with any medical or investigation, prevention of crime and the protection of national security
* Other affiliated clubs/regions: for the purpose of providing you with information of any further volunteering opportunities where you have given your express consent to do so

**Are your details safe?**

We have put in place security measures to make sure your details don’t go missing or get used in a way they shouldn’t be. We have a great team of people working with us who will only use you details when and how we tell them to.

**How long do we keep personal information for?**

All data held by the club will be updated when appropriate (by the club or yourselves) and the data for any member of the club who leaves will be retained for a minimum of 6 years and then deleted (exceptions to this include safeguarding issues and club records/awards)

Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for these types of claims has expired

It is important to ensure that all personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes. You may be able to do this via TeamApp or by contacting us by email.

**Your Individual Rights**

Under GDPR you have the following individual rights

* The right to be informed
* The right to access
* The right to change inaccurate data
* The right to ask for erasure
* The right to restrict processing
* The right to object
* The right not to be subject to automated decision making

**Your right to complain**

Individuals have the right to complain to the ICO (Information Commissioners Office) if you think there is a problem with the way that the club is handling your data: [www.ico.org.uk](http://www.ico.org.uk)

**Requesting Access to your Data**

Age conditions for request

* If a swimmer is aged under 16 then only a parent/guardian can request access to the data held by the club
* If a swimmer is aged 16 or above then they can request access to their own data

Procedure for request

* All requests must be made in writing (letter or email) detailing the data being requested and the appropriate reason for this.
* The club has one month to reply to your request
* Your request may be refused and a reason given for this refusal

**Changes to this notice**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use personal information

**Contacting us**

In the event of a query or complaint in connection with the information we hold about you, please email a member of the committee.