

WESTERN SWIMMING CLUB DATA PRIVACY POLICY

1. About this Policy

1.1 This policy explains when and why we collect personal information about our attendees, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.westernswimclub.org.uk regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner, www.ico.gov.uk

1.5 For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are Western Swimming Club. We can be contacted at Chepstow Leisure Centre any Friday evening, via www.westernswimclub.org.uk and telephone 07804 309130.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Attendee's name, address, telephone numbers, e-mail address(es).	Managing the operation of the Club.	Performing the Club's contract with the attendees. For the purposes of our legitimate interests in operating the Club.
The names of the attendee's dependants.	Managing the operation of the Club	Performing the Club's contract with the attendees.
Gender and Age Group.	Provision of adequate facilities for attendees.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender and age group.
The Attendee's name and e-mail address.	Creating and managing the Club's contact list.	Consent. We will seek the Attendee's consent on their application form and each renewal form. The Attendee may withdraw their consent at any time by contacting us by e-mail to tell us that they no longer wish to receive information about the club by email.
Name, e-mail address and telephone number of each Club Officer, Committee Member and Door Volunteer.	For managing the club and door rota.	For the purposes of our legitimate interests in operating and promoting the Club.

4. How we protect your personal data

4.1 We will not transfer your personal data outside the UK or EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data.

5.2 We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.3 below.

5.3 We may pass your personal data to British Naturism if you are excluded from the club because of inappropriate behaviour.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are attending the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so, or for as long as is necessary to comply with our legal obligations.

6.2 We will review your personal data every year to establish whether we are still entitled to process it.

6.3 If we decide that we are not entitled to do so, we will stop processing your personal data; except that we may retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. the establishment, exercise or defence of legal claims.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>
0303 123 1113.
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

7.3 For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager via the club website.

Dated 10th May 2018