



WITHAM DOLPHINS SWIMMING CLUB PRIVACY POLICY

Introduction

The Data Protection Act 2018 controls how your personal information is used by organisations and is the UK's implementation of the EU's General Data Protection Regulations (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit and legitimate purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

References to We, Our, or Us, in this privacy notice are to Witham Dolphins Swimming Club.

This notice applies to athletes, parents/guardians, coaches and volunteers if you have registered to become, or are, a member of our club. It explains:

- how we may use the personal information we collect before, during and after your membership with us.
- what your rights are for the purposes of data protection.
- how we comply with the law on data protection
- what your rights are.

For the purpose of the Data Protection Act 2018, the Data Controller of any of your personal information is Witham Dolphins Swimming Club.

We are not required to appoint a Data Protection Officer.

Contacting us

Any questions regarding this policy, our privacy practices, query or complaint should be emailed to info@witham-dolphins.org.uk

Personal information we may collect from you

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;



WITHAM DOLPHINS SWIMMING CLUB PRIVACY POLICY

- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- records of your attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings;
- details of next of kin, family members, coaches and emergency contacts;
- records and assessment of any swimmer rankings, gradings or ratings, competition results, details regarding galas attended and performance.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information, we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations.

There may be other personal information that you are not obliged to provide to us, but if you do not provide it then we may not be able to properly perform our contract with you.

You can withdraw your consent and request erasure of your data at any time prior to the completion of your membership application which you may do by contacting us as described above.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described above.

Please note, however, that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

Special categories of personal information

We may also collect, store and use the following 'special category data' about you:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- 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.
- information about any relevant impairments that you may have.
- We may not collect all of the above types of 'special category data' about you however, if we
- do process such data it will be on the basis that:
- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;



WITHAM DOLPHINS SWIMMING CLUB PRIVACY POLICY

- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or based on your explicit consent.

For volunteers we may also collect criminal records information from/about you, this will be completed by the use of the Disclosure Barring Service.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Where we collect your information

We typically collect personal information about our members when you apply to become a member of the club, when you take part in a competition controlled either by us or by another organisation, when you work as a volunteer for us, or when you purchase products and services from us, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

In becoming a registered athlete, coach, official or volunteer, you will provide certain information to third parties including Swim England, Swim England East Region, Swim England Essex, Institute of Swimming, and British Swimming. This information may be shared with us.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

How and why your information is used

The table below describes the main purposes for which we process your personal information, the categories of your information involved and the lawful basis for being able to do this.

Data protection law requires us to rely on one or more lawful grounds to process your personal information. We consider the following grounds to be relevant:

- Specific consent - where you have provided specific consent to us using your personal information in a certain way, such as to send you email or texts.
- Legitimate Interest - to send information on activities and events which have been arranged as part of membership.
- Performance of a contract - to allow us to provide member services associated with the day to day running of the club and its activities such as requests for payments, registers, and fees.
- Legal obligation - to fulfil legal obligations for health and safety, insurance and child protection purposes.



WITHAM DOLPHINS SWIMMING CLUB PRIVACY POLICY

Purpose	Perform our Contract with you	Comply with Legal Obligations	Pursue Legitimate Interests	Personal Information Used
Administer membership and maintain relationship	X		X	Contact and membership details, transaction and payment information, records of your interactions with us and marketing preferences.
Marketing Information e.g. tickets, competitions, partner offers/ discounts & updates on swimming			X	Contact and membership details, marketing preferences.
To deal with queries or complaints	X		X	Contact details, records of your interaction with us.
Retention of records	X	X	X	All the personal information we collect
Data analytics – record keeping, research and analysis			X	Records of attendance and performance at events or competitions
Promotion of club activity and athlete success			X	Images in video and/or photographic form where you have given us your explicit consent to do so.
To comply with health and safety requirements	X	X	X	Contact and membership details. Special category information.
Ensure safeguarding and wellbeing of members in relation to medical history	X	X	X	Contact and membership details. Special category information. DBS information.
For the purpose of equal opportunities monitoring		X	X	Contact and membership details. Special category data.
Maintain contract requirements for employed members	X	X	X	Contract of Employment.