



Skipton Swimming Club Privacy Policy

At Skipton Swimming Club (SSC) we're committed to protecting and respecting your privacy. This policy has been written to comply with General Data Protection Regulations 2018.

This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Personal data we hold about you

SSC collects personal data using forms you may complete, records of correspondence, phone calls, details of attendance at club training and events. The information collected from you is used for purposes of our legitimate interests in operating the club. To email and make telephone contact with you to provide information regarding club activities and for use in the event of an emergency.

Personal data we collect

- Name
- Date of birth
- Gender
- Address
- Telephone number(s)
- Emergency contact details
- Email address
- Financial details
- Health-related information
- Attendance at training sessions and events
- Performance data
- Miscellaneous notes and emails
- Disclosure & Barring Service reports
- Qualifications, courses and certificates
- Photographs

Why we need your personal data

The reason we need your personal data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches to administer training sessions
- sharing personal data with club competition secretary and team managers to enter events and attend events
- sharing personal data with clubs, associations and other competition providers for entry in events



For membership and club management

- processing of membership forms and payments
- processing your membership application to Swim England
- for insurance purposes
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events
- club newsletter promoting club activity
- publishing of race and competition results, including photos

Other

- To meet legal obligations, or valid request, including, reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures
- To comply with Swim England - SwimMark accreditation requirements

Any special category health data we hold on you is only processed for the purpose(s) of fitness/ health checks to allow the safe running of training sessions.

We will not disclose any personal information we collect about you to a third party without your consent.

In connection with any request or enquiry you make, your information will be passed to the relevant club contact.

Who Sees Your Data

Dependent on roles within the club the following people may see your data:

- Club Secretary
- Competition Secretary
- Chairperson and Committee members
- Coaches
- Welfare Officer
- Team Managers
- SwimMark Co-ordinator

Named performance data and coach and committee contact data is available on the Club notice boards and on the SSC website.

If you have submitted personal information and wish us to cease using it for the purposes described above, please contact the Club Secretary by emailing secretary@skiptonsc.co.uk.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. We ensure that data can be accessed, altered, disclosed or deleted only by those you have authorised to do so.

Your rights regarding your personal data

As a data subject you have the right at any time to request access to or update your personal data. To do this contact the Club Secretary by emailing secretary@skiptonsc.co.uk



You also have the right to request the erasure of your personal data; to restrict or object to certain kinds of processing of your personal data and to the portability of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

How long we hold your personal data

SSC will process personal data during the duration of your membership after which your data will be deleted, and we will continue to store only the personal data needed to meet any legal or Swim England obligations.

We may also continue to store performance data which is part of the club's competitive records.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by SSC, you have the right to complain to the club Chairperson by emailing chairperson@skiptonsc.co.uk.

Consent

In agreeing to this Privacy Policy, you are consenting to your personal data being processed by SSC in the manner described above.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in Jan 2024.