



## **Privacy Notice**

Lancaster Amateur Swimming and Water Polo Club (LASWPC) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, LASWPC is the data controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

The committee will ensure that they have:

- Obtained data fairly and lawfully
- Hold data for specific and lawful purposes only
- The data held is relevant, adequate and not excessive for its purpose
- Data held is accurate and kept up to date
- Data is not kept longer than necessary
- Data is kept securely and that there are adequate security precautions in place to prevent loss, destruction or unauthorised disclosure of the data;
- If data is transferred to another person the data is transferred by secure means and only to persons with legitimate need for that data.

### **What personal data we hold on you:**

You may give us information about you by filling in gala entry forms or by corresponding with us by telephone, email or otherwise. This includes information you provide when you register with the club, use Swim Club Manager or participate in discussion boards. The information you give us may include your name, date of birth, gender, address, e-mail address, telephone number and name of any Swim England club you are affiliated with. You may also give us relevant health/disability information which is classed as special category personal data.

### **Why we need your personal data:**

The reason we need your swimming/water polo data is to be able administer your membership. Our lawful basis for processing your personal data is that we have a contractual obligation to provide the services you are registering for.

Reasons we need to process your data include:

### **For training and competition entry:**

- Sharing personal data with club coaches or officials to administer training sessions;
- Sharing personal data with club team managers to enter events;
- Sharing personal data with facility providers to manage access to the pool;
- Sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.



#### **For funding and reporting purposes:**

- Sharing anonymised data with a funding partner as a condition of grant funding e.g. Swim England, Lancaster City Council;
- Analysing anonymised club data to monitor club trends.

#### **For membership and club management:**

- Processing of membership forms and payment.
- Sharing data with committee members to provide information about club activities, membership renewals, invitations to social events. This is done via Swim Club Manager. Swim Club Manager has its own privacy policy and that the club do not accept any responsibility or liability for this policy.

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. We will also need your explicit consent to process this data.

On occasion we may collect personal data from non-members e.g. participant in a taster session. This information will be stored for 3 weeks after an event and then destroyed securely. Our lawful basis for processing this data is consent. We will also need your explicit consent to process this data.

The club has the following social media pages: Facebook, Twitter. All members are free to join these pages. If you join one of the social media pages please note that the provider of the social media platform have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

#### **Who we share your personal data with:**

When you become a member or renew your membership with LASWPC you will automatically be registered as a member of Swim England. We will provide Swim England with your personal data. Once the data is sent to Swim England only the individual member can change their data protection choices by creating a personal login in the 'Online Membership System'

The club does not supply any personal data it holds for this purpose to any other third party. The club does not store or transfer your data outside of the UK.

#### **How long we hold your personal data:**

We will hold your personal data for as long as you are a member with us. Member data is updated every year on the annual membership forms. Any personal data we hold with you



will be securely destroyed after two years of inactivity on that members' account. Your data is not processed for any further purposes other than those detailed here.

**Your right regarding your personal data:**

As a data subject you have the right at any time to request access to, rectify or 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. Please write to the secretary of LASWPC to request this. You also have the right to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing 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.