

Haverfordwest Seals Swimming Club – Privacy Information



1. Why do we collect and use your personal information?

We collect and use your personal information to manage your swimming club membership, including entry into and payment for swimming galas, tracking of competitive swimming times and communication with members. Therefore, our lawful basis for processing is consent, which you give when joining the club and you can withdraw at any time by ending your membership.

If you undertake a volunteering role, we will also collect and use your information to facilitate DBS checks, which is a requirement for all volunteers to help keep our swimmers safe in the competitive swimming environment.

2. How Information about you is used.

The information you provide will be processed according to the General Data Protection Regulations 2016 and the Data Protection Act 2018.

We will only share relevant information with Swim Wales affiliated associations in regard to your membership, swimming competitions entered by your swimmer or, if necessary, with relevant organisations under a legal obligation in relation to safeguarding.

Your personal information will be kept secure and confidential at all times and we will only collect the information that is required to facilitate your swimming club membership.

We will use the email you have provided us to contact you in relation to swimming club matters, including a regular newsletter.

We will not make any disclosures to third parties for marketing purposes and we will not transfer any information outside of the EU.

3. How long do we keep hold of your information?

We will retain the information provided to us for as long as you are a member of the club and it will be disposed of securely when your information is no longer needed as part of your membership.

After leaving the club for a period of time some swimmers may wish to return to competitive swimming, in order to retain a record of their times for this use we would need to keep your swimmer's date of birth. If you want us to hold this information after your swimmer has left the club for this purpose, please let us know.

4. Your Information Rights

Under the General Data Protection Regulations, you have several rights as an individual which you can exercise in relation to the information we hold about you:

- The right to be **informed** – we must tell you how we process your information at the earliest opportunity.

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you.
 - You can find out if we hold any personal information about you by making a subject access request under the General Data Protection Act Regulations.
 - To request a copy of any personal information we may hold about you, email: hwestscsec@gmail.com.
- The right to **rectification** – you have the right to have inaccurate personal information about you corrected.
- The right to **erasure** – you have a right to ask for your information to be erased. This right is also known as ‘the right to be forgotten’.
- The right to **restrict** processing – you may request that we stop processing your personal data.
- The right to **object** – you have the right to stop your data being used for direct marketing. We will not use your data for this purpose.

To exercise any of your information rights, email hwestscsec@gmail.com

6. Complaints or Queries

Haverfordwest Seals Swimming Club endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is inappropriate.

We are happy to provide any additional information or explanation needed in regard to how we process your information. Any requests for this should be sent to the Haverfordwest Seals Swimming Club Secretary via email on hwestscsec@gmail.com

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner’s Office as the statutory body which oversees data protection law:

Information Commissioner’s Office
 Wycliffe House
 Water Lane
 Wilmslow
 SK9 5AF

Email case worker@ico.org.uk Telephone No: 0303 123 1113

7. Changes to this Privacy Notice

We keep our privacy notice under regular review.

For more information about our club, please contact:

- Team Manager – teammanagerhwestsc@gmail.com
- Secretary – hwestscsec@gmail.com
- Or via our website – www.haverfordwestsealsswimmingclub.weebly.com

