

## 47.18 SSASC Data Privacy Policy Statement 2018

Stratford Sharks Swimming Club is committed to protecting and respecting your privacy. For any personal Data you provide for the purposes of your membership, Stratford Sharks Swimming Club is the Data Controller and is responsible for storing and otherwise processing that Data in a fair, lawful, secure, and transparent way.

### **What personal Data we hold about you:**

You may give us information about yourself by filling in forms for an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club or enter Open Meets or order equipment online. The information you give us may include your name, date of birth, address, e-mail address, phone number, and gender. We may also ask for relevant health information.

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

The reason we need 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. Our lawful basis for processing your personal Data is that we have a contractual obligation to you as a member 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 sessions
- sharing personal Data with leagues, county associations other competition providers for entry in events.

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

- processing of membership forms and associated GoCardless payments;
- sharing Data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of competition results
- processing of volunteer members DBS checks

### **Marketing & Communications**

- sending information about fundraising activities about the club;
- sending information about selling club kit, merchandise, or fundraising.

Any special category health Data we hold about you is processed for the sole purpose of health checks or passing health Data to coaches to allow the safe running of training sessions. We process this Data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this Data, which we will ask for at the point of collecting it.



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On occasion we may collect personal Data from non-members, such as any non-member participant who fills in a health disclaimer or form at a trial session. This information will be stored for 31 days after the trial and then destroyed securely. Our lawful basis for processing Data is consent. Therefore, we will also need explicit consent from non-members to process this Data, which we will ask for at the point of collecting it.

The club has the following social media pages:

- Facebook – Sharks Competitive / Sharks Masters / Sharks Academy
- Twitter - *#Teamsharks*

All members are free to visit these pages, if you do so please note that provider of the social media platforms 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 of the Stratford Sharks Swimming Club, you will also automatically be registered as a member of Swim England. We will provide Swim England with your Data which they will use to enable access to Swim England Results portal. Swim England will contact you to invite you to sign into and update your profile. You can set and amend your privacy settings from the Swim England.

### **How long we hold your personal Data**

We will hold your personal Data on file for as long as you are a member with the club. Data is updated periodically, and personal Data we hold about you will be securely destroyed when you leave the club. Your Data is not processed for any purposes other than those detailed in this policy.

### **Your rights regarding your personal Data**

As a Data subject you may have the right at any time to request access to, rectification or erasure of your personal Data; to restrict or object to certain kinds of processing of your personal Data, including direct marketing; to the portability of your personal Data and 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, but if you choose not to share your personal Data with us we may not be able to register or administer your membership.