

CITY OF LIVERPOOL SWIMMING CLUB



Privacy Policy – General Data Protection Regulations 2018

This Policy should be read in conjunction with the City of Liverpool Swimming Club Website Privacy Policy which is available from the “Welcome to COLSC” page of the website at <http://colsc.weebly.com/>

What is GDPR?

GDPR gives increased privacy rights and power to individuals whose data is being collected (members), and in doing so, remove power from the organisations collecting it (the club).

Personal data you submit

City of Liverpool Swimming Club collects personal data using forms you may complete, records of correspondence, phone calls, details of attendance at club events and via our website <http://colsc.weebly.com/>. The information collected from you is used to email and make telephone contact with you to provide information regarding club activities and for use in the event of an emergency.

Why we collect data

The principal reasons we process peoples data are:

- Legal - to fulfil legal obligations for health and safety, insurance and child protection purposes.
- Contractual - to allow us to provide the members services associated with the running of the club and its activities. such as requests for payments, registers, and fees for events.
- Legitimate Interest - to send information on activities and events which have been arranged as part of membership.

The data we collect

- Name
- Date of birth
- Address
- Telephone number(s)
- Emergency contact details
- Financial transactions
- Health-related information
- Performance data
- Attendance at training sessions and events
- Miscellaneous notes and emails
- Disclosure & Barring Service reports
- Qualifications, courses and certificates
- Images of club events in accordance with Swim England Photography Policy

How we use this data

- To process your membership application.
- To process competition entries
- To process performance data
- To publish performance data,
- To publish images of club events, on closed social media groups and the club website. in accordance with Swim England Photography Policy
- For our own internal records.
- To contact you in response to an enquiry.
- To advise you of club activities and events via email, telephone or mail.
- 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.

Consent

In agreeing to this Privacy Policy, you are consenting to your personal data being processed by City of Liverpool Swimming Club in the manner described above.

If you have submitted personal information and wish us to cease using it for the purposes described above, please detail your request to:

email: colscsecretary@outlook.com

CITY OF LIVERPOOL SWIMMING CLUB



Who Sees Your Data

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

Membership Secretary, Chair, Chief Coach, Welfare Officer, Coaches, Team Managers, SwimMark Co-ordinator, Committee members.

Performance data and images may be published on closed social media groups, the Club website and notice boards

Disclosure

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

In connection with any membership application you make your information will be passed to Swim England using the "ASA Online Membership System"

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

City of Liverpool Swimming Club may disclose your Personal Information to meet legal obligations, or valid request, including, reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures.

Retention Policy

City of Liverpool Swimming Club 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 may be part of the clubs competitive records.

Your rights

At any point whilst City of Liverpool Swimming Club is in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – you can ask for the data we hold about you to be deleted. In these circumstances and we will continue to store only the personal data needed to meet any legal obligations, safeguarding children, or to comply with Swim England requirements
- Right to refuse consent to be photographed.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.

Access requests

To access Personal data identification will be required.

Requests should be made to The Chair, City of Liverpool Swimming Club at colscsecretary@outlook.com

City of Liverpool Swimming Club will accept the following forms of ID when information on your personal data is requested:

A copy of your driving licence, passport, birth certificate or a utility bill not older than three months.

A minimum of one piece of photographic ID listed above and a supporting document is required. If City of Liverpool swimming Club is dissatisfied with the quality, further information may be sought before personal data can be released.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by City of Liverpool Swimming Club, you have the right to complain to the club Chair. If you do not get a response within 30 days you can complain to the ICO.

The details for each of these contacts are:

Mr P Blood, Chair, City of Liverpool Swimming Club
email colscsecretary@outlook.com

ICO

Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Telephone 0303 123 1113 or email: <https://ico.org.uk/global/contact-us/email/>