



Data Protection and Privacy

“Data protection law will never get in the way of you sharing information to protect a child or young person at risk of harm, wither to their physical or mental wellbeing. You will not get in trouble with the ICO for doing the right thing”.

John Edwards, Information Commissioner of the United Kingdom

Introduction

Alton & District Swimming Club (ADSC) is committed to complying with data protection law and to respecting the privacy rights of individuals. This policy applies to, and must be followed by, all of our staff, volunteers and consultants.

This data protection policy sets out our approach to data protection law and the principles that we will apply to the processing of personal data. The aim of this policy is to ensure that we process personal data in accordance with the law, with the upmost care and respect, and with due cognisance to your right to privacy.

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 are referred to together as the Data Protection Laws. These laws all require that personal data is processed in accordance with defined Data Protection Principles and gives individuals rights to access, correct and control how we use their personal data.

This data protection and privacy policy is intended to give you an overview of how we at ADSC collect and use your information. It is not intended to be a detailed introduction to the Data Protection Laws, but rather an introduction as to how we gather, use and protect information in accordance with these Laws.

This policy document will provide you with an overview of :

- The types of information we collect about you;
- How we collect and use it;
- Who we might share it with;
- The steps we'll take to make sure it stays private and secure;
- Your rights to your information.

For more information

For more details about anything covered in this policy overview, please contact us using the up-to-date contact details on our website.

Who we are

When we say 'we', we mean ADSC, who is the 'data controller' for the information in this overview. This means we're responsible for deciding how we use your information.

The information we collect

We collect information about you from different places including:

- Directly from you;
- From a third party acting on your behalf e.g. parent/guardian;
- That which we generate ourselves;
- From other organisations, e.g. competition hosts or a school.

We will only collect information in line with the relevant regulations and law and this may relate to any of our programmes you have engaged in, either currently or in the past, e.g. lessons, squads, community. You are responsible for making sure you give us accurate and up to date information. If you provide information for another person, you'll need to tell them how to find this Data Protection and Privacy Policy and make sure they agree to us using their information for the purposes set out in it.

How we will use your information

We will use your information to provide and promote programmes you have engaged with, for example, to:

- Administer your trial for membership of the Club;
- Administer your membership;
- Provide your emergency contact information and medical information to the Club's teachers, coaches, team managers and administration staff;
- Enter you into any competitions or similar event;
- Share and promote success, e.g. photographs or video footage of you taken by the Club's staff (including social media notices and newspaper articles), at all times in compliance with Swim England Photographic Guidance Policy and your consent;
- Carry out your instructions;
- Improve our services.

We will only use your information where we are allowed to by law.

Who we share your information with

For the purposes set out within this notice, if you are a swimming member we do need to supply your personal information to other organisations, including:

Swim England for administration of membership ;

Competition hosts, to action your requests to enter a competition;

Swim England and any other relevant authorities, for any Safeguarding or disciplinary referrals that relate to you.

In addition to the above, if you are an employee or volunteer member, we may also supply your personal details to:

- Disclosure and Barring Service, to undertake police checks for volunteers;
- Hampshire County Council, to action the employment of a child;
- Other agencies that provide professional development, for employees to gain additional skills and qualifications, such as Swim Endland.

How long we'll keep your information

We will keep your information for as long as you have a relationship with us. After it ends, we will keep it for a duration of two years, a period within which we have a significant number of people return to our programmes. After two years we will only retain the information where we may need it in order to meet legal requirements or for other legitimate purposes, e.g. to help us respond to outstanding queries or complaints.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, to ask us to update incorrect or incomplete details, to object to or restrict processing of it, to make a complaint, etc. More information on your rights can be found at the Information Commissioners Centre website

More Information

More information on Data Protection and your rights in respect of data privacy can be found at <https://ico.org.uk/>

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