

Data Protection Notice and Policy

Data Protection Notice

Swan Leisure Swimming Club respects your privacy and is committed to protecting your personal data in compliance with the General Data Protection Regulation (GDPR) and Irish Data Protection Acts.

1. Who We Are

Swan Leisure Swimming Club is the data controller for the personal data you provide.

Contact: Email: SwanlscMembership@gmail.com

2. What Data We Collect

Member details: name, date of birth, address, contact info; emergency contacts; health information (where necessary); competition and training records; payment details.

Coach details: name, address, contact details; qualifications and certifications; Garda vetting and safeguarding records; payment and tax details (where applicable).

Committee and Volunteer details: name, address, contact details, Garda vetting and safeguarding records.

3. Why We Collect Your Data

To manage membership and activities; ensure swimmer safety; communicate with members and parents; process payments; comply with legal obligations.

4. Legal Basis for Processing

Contractual necessity (membership management); legal obligation (child protection, safety); consent (marketing, photography).

5. Who We Share Data With

Swim Ireland for affiliation and competition entries; event organisers; service providers (e.g., software providers, payment processors).

6. How Long We Keep Data

Membership records: duration of membership + 2 years; financial records: 6 years; health data: only as long as necessary for safety.

Coach records: duration of contract + 2 years; financial records: 6 years.

Committee and Volunteer records: duration of service + 2 years.

7. Your Rights

Access your data; request correction or deletion; withdraw consent; object to processing; lodge a complaint with the Data Protection Commission.

8. Security Measures

We use secure systems and limit access to authorised personnel only.

Data Protection Policy

This policy ensures Swan Leisure Swimming Club complies with GDPR and protects personal data of members, volunteers, and coaches.

Purpose

Ensure GDPR compliance and safeguard personal data.

Scope

Applies to all personal data processed by the club, including electronic and paper records.

Principles

Lawfulness, fairness, transparency; purpose limitation; data minimisation; accuracy; storage limitation; integrity and confidentiality; accountability.

Roles & Responsibilities

Committee: overall responsibility; all volunteers must follow this policy.

Procedures

Data collection limited to necessary info; explicit consent for photos/marketing; respond to access requests within 1 month; report breaches within 72 hours; follow retention schedule; ensure third-party compliance.

Training & Awareness

Annual GDPR training for committee and volunteers – certification/evidence of annual training completed to be maintained by Club Secretary.