



West Suffolk Swimming Club

PRIVACY NOTICE

What is personal information?

Personal information broadly means information that identifies (or could, with other information that we hold or likely to hold, identify) a living individual.

Using your information in accordance with Data Protection Laws

Data protection laws require us to meet certain conditions before we are allowed to use your personal information in the way described in this privacy notice.

We rely on a condition known as 'legitimate interests' in order to use this information in the way described. We have legitimate interests to collect and process your personal information as we need to administer the Club and provide a service/benefit for the swimmer and legal guardian thereof.

We will keep the amount of personal information collected and the extent of any processing to a minimum.

What personal information does Swimming Club collect about you?

Swimming Club collects and/or processes--through the TeamUnify platform--the following personal information about swimmers and their parents / guardians:

- Athlete / swimmer name, date of birth, gender, sportswear size and other measurements, physician name and contact details, medical information (if relevant and with parental consent), information about club membership and membership in sports bodies and associations, ability group, attendance history, competition results, medical insurance information, emergency contact, physician's name and contact details, videos, photos, any additional comments, notes or information about an Athlete submitted by any End User.
- Parent / legal guardian name, date of birth, and contact details, such as address, email and phone number.
- Billing information and payment details, such as credit card and purchase history
- Videos and photos
- Athlete / swimmer meet results.
- Swim England registration data for athletes / swimmers and the club workforce.
- Background and criminal record checks results for club workforce, with consent.

How do WSSC use swimmer and parent/legal guardian personal information?

The Club uses this information for the following purposes:

- To operate the club and allow swimmers and their parents / guardians to easily register for and attend swim meets, sign up for jobs, access swim time histories and swimming practice photos and videos, practice management, for event management, communication, billing and collection of fees, and other services they request.
- For internal club record keeping.
- To comply with national and regional sports bodies' (e.g., Swim England) registration and membership requirements.

How long do we keep your information for?

We hold your personal information on our systems for as long as is necessary for the Club to provide a service to the swimmer and/or legal guardians.

If you cease to be a member of the Club, we will hold your information for a period of 12 months in case any further queries about your membership arises.

Does WSSC share your personal information with third parties?

The Club will not share personal information without consent, except:

- Where it is necessary to share with a service provider, such as TeamUnify or SportsEngine (TeamUnify's parent company), in order to provide members, their parents, and coaches with services they have requested (e.g., to easily register for and attend swim meets, sign up for jobs, access swim time histories and swimming practice photos and videos); for practice management; event management; communication; billing and collection of fees; and other services they request.
- Where the Club has a legal obligation to disclose the information (such as responding to a court order), to protect Swimming Club's legal rights or to prevent fraud or illegal activity.

Where we store your personal data

The data that we collect from you will usually be stored inside the UK or the European Economic Area (EEA).

We also may transfer data outside the UK or the EEA where service providers host data outside the UK or EEA area. Where we do this, we will ensure that the transfer is to a country covered by a decision of the Commission of the European Union or otherwise made in circumstances where appropriate safeguards are in place to protect your data in accordance with Data Protection Laws.

Your rights in relation to your personal information

The accuracy of the information that we hold about you is important to us. If any of the information that we hold is inaccurate or out of date, please let us know using the contact details at the end of this notice.

You have a number of rights under the Data Protection Laws in relation to the way we process your personal data, namely:

- a right of access to a copy of the information comprised in their personal data;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to claim compensation for damages caused by a breach of the Act.

Any complaints?

If you are not happy with the way in which your personal information is held or processed, please contact us using the details below. You also have the right to complain about data protection matters to the Information Commissioner's Office (ICO).

The ICO is the UK'S independent body set up to uphold information rights. You can find out more on its website <https://ico.org.uk>

Changes to this privacy notice

This privacy notice is current as at 25 May 2018

We keep our privacy notice under regular review, and may change it at any time. We will tell you about any significant changes.

Contact us

If you have any queries about this privacy notice, or wish to exercise any of the rights above, please contact chair@westsuffolkswimming.co.uk