



## Privacy Policy

### Your privacy and the security of your details is very important to us

This Privacy Policy will help you understand how we, South Croydon Swimming Club (SCSC or the Club), use and look after the personal information we collect from you. We are the data administrators and as such are responsible for processing any personal data you give us.

We take care to keep your information secure and to prevent any unauthorised access to, or use of it.

### What personal data do we hold about you?

Personal data means any information about you by which you can be identified.

As a club we are required to collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members including but not limited to Club coaches, teacher, officials and volunteers.

When you register with our Club, you are required to complete a membership form and medical declaration. (We class this a special category personal data which we require for your wellbeing, welfare and safeguarding.) We will only hold this data with your consent or, if under 18 with the consent of your parent or guardian.

You may also complete forms to compete at events and correspond with us at various times by email or via the club website.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party for use in the case of emergency. Bank details may be among other details which we will require to make any payments to you, for example if we need to issue a refund or pay for services rendered.

Any personal data we ask you for will be for no other purpose than to fulfil Club responsibilities.

### Why do we need your personal data?

We will never ask you for personal data for any other purpose than for the general running of our club.

As a member your personal data is required to enable us to provide your membership to SCSC, arrange galas and events that you may participate in.



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Our lawful warrant for processing your personal data is to fulfil our obligation to you as a participant/member of SCSC.

Please see the table below which defines the ways in which we may use your personal data, along with the rationale for its requirement in each instance.

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR
Administration of membership forms and payments	Fulfilment of a contract
Arranging galas	Fulfilment of a contract
Sending out Club information and updates	Fulfilment of a contract
Sharing data with coaches, managers or officials to run training sessions or enter events	Fulfilment of a contract
Sharing data with Swim England and county associations and other competition providers for entry to events/competitions	Fulfilment of a contract
Sharing data with committee members to provide details about club activities, membership renewals or invitation to social events	The Club has responsibility to maintain member and participant correspondence for club and or community purposes.
Sharing data with third party service or facility providers	The Club has a responsibility to run the organisation efficiently.  Provision of some third-party services is for the benefit of the Club, participants, and its members.
Publication of results eg: gala's, club championships	We will only publish your personal data in a public domain, including images and names, where appropriate, provided we have your consent for us to do so. In the case of children under the age of 18 then only with the consent of a parent/guardian.
Sending out information such as newsletters.	We will send our members any information we feel may be useful or of interest, unless you have



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Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR
	specifically requested that we do not do so.
Medical Information.	Medical information provided to the Club is shared with the coaching Team. It is also shared with relevant Team Managers in order to safeguard the swimmers and adhere to policy and procedure.

### With whom might we share your personal data?

We may at times share your data with third parties for registration purposes, for example for competition entry, officiating at competitions and specifically, but not limited to Swim England, or other swimming clubs hosting Open Meets.

We may disclose your personal information to meet our legal obligations, which may include reporting under the Swim England's Wavepower Child safeguarding policy and procedures.

We may also disclose your personal information to third parties to comply with a legal obligation; to protect the rights, property, or safety of our participants, members or affiliates, or others.

Your personal data may need to be transferred outside of the UK, for example in the instance of an event held outside of the UK. In this instance appropriate safeguards will be in place to ensure the security of that personal data.

### How do we protect your personal data?

Appropriate security measures to protect your personal data from being accidentally lost, used or accessed inappropriately, altered or disclosed are in place and are constantly under review.

### How long do we hold your personal data?

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will remove personal data after a participant has ended their membership or affiliation. We will keep communication with the Club for a reasonable period after membership has ceased, typically 2-3 years. We keep individual performance records forming Club's competitive records with the permission of that individual and only for as long as that record is held.



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### What are my rights regarding my personal data?

You have the right at any time to request access, restrict our access to, or ask us to remove 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.

You are not obliged to share your personal data with the Club, however, should you choose not to, we may not be able to register or administer your membership.

Our Privacy Policy is reviewed regularly, and you will be informed of any changes to the way in which we store/hold your personal data.

Any questions or queries regarding this privacy policy shall be directed to the Club Secretary, Lisa de Azevedo at [southcroydonsc@live.co.uk](mailto:southcroydonsc@live.co.uk)



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**Date of revision and record of amendments:**

Date of amendments	Section Heading	Page Number	Paragraph Number / Notes



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