



DATA PRIVACY NOTICE

CLUB POLICY DOCUMENT

What we need

1. This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
 - 1.1 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
 - 1.2 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check the UOAPS website or check with the club President or Vice-President for any amendments (but amendments will not be made retrospectively).
 - 1.3 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

UOAPS is affiliated with Scottish Swimming. UOAPS will be a controller of the personal information that you provide to us through the club representatives.

Members' personal data

When you register as a member of UOAPS or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16) we will ask you for the following personal information:

- Members details – name, address, email address, Telephone No's, Gender, Date of birth,; Relevant medical information, emergency contact details
- Parent/Guardian Details -name, address, email address, Telephone No's, Gender, Date of birth, Relevant medical information, emergency contact details
- membership criteria / category – athlete, parent, or volunteer,;
- Payment details – bank account number, sort code, card details, etc.;
- equality information – disability;

Volunteers' personal data:

When you volunteer with UOAPS, we will ask you for the following personal information:

- Contact details – name, address, email address, Telephone No's. Gender, Date of birth, Relevant medical information, emergency contact details, PVG membership and status officiating level

Why we need your personal information – contractual purposes

Members' personal data:

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with information on the Club, including training times
- For the purposes of our legitimate interests in holding races for the benefit of members of the Club.
- Setting up and renewing annual membership
- General membership services, including but not limited to AGMs

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.



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Participants' personal data:

When you register for a competition, event, training course, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition, event, etc.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to enter you in a competition or event, or book your place on a training course.

Why we need your personal information – legitimate purposes

Members' personal data:

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in swimming by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in swimming by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- provide athletes with technical development through the utilisation of the ASV Performance Camera system which will be optimised where possible, providing videos of athletes to allow for technical analysis purposes. Recordings can be requested by the athlete for personal reference but recordings will be retained within the secure ASV data storage system. Retention of the recordings will be for the duration that the athlete is within the club and deleted at the point they leave the club.
- monitor and develop participation in swimming by monitoring members' engagement and participation through World Aquatics rules and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our club events, which may include asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to swimming. UOAPS has separate policies governing complaints and disciplinary procedures and we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.
- Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on uooclubsecretary@gmail.com, uoapresident@gmail.com and uoavicepresident@gmail.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.



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Volunteers' personal data:

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on uoaclubsecretary@gmail.com, uoapresident@gmail.com and uoavicepresident@gmail.com. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our club members and volunteers for the purposes of complying with our obligations under:

- the Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our sportscotland regulatory requirements;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Swimming and/or British Swimming for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. In the event that we do share personal information with our stakeholders and external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Scottish Governing Body (SGB) members' personal data

As an affiliated club of Scottish Swimming we are required to ensure that all of our members are members of Scottish Swimming as a condition of our affiliation. We will share data with Scottish Swimming who will become a controller of your personal information when they receive it. Scottish Swimming's privacy notice explains how they use your personal information and can be accessed [HERE](#)



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Athletes' / Participants' personal data

We may publish the results of our competitions on our website. This includes competitors' name, age, and result

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by our volunteers for the purposes set out above.

We are required to transfer your personal information outwith the EU for the purposes of entering athletes into competitions, booking travel arrangements for training camps, etc. Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

Members' personal data:

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 2 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of UOAPS and for how long. We need to do this in the event of a claim against UOAPS.

Athletes' personal data:

We keep our athletes' personal information for up to 1 year after the athlete ceases to be with UOAPS.

Your rights

You can exercise any of the following rights by writing to us at uooclubsecretary@gmail.com , uoapresident@gmail.com and uoavicepresident@gmail.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by UOAPS will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk