



## Club Privacy Notice

Arbroath St Thomas Swimming Club will be a “controller” of the personal information that you provide to us as a swimmer, parent of a swimmer, volunteer swimming technical official, committee member or as a representative of the club. In the case of swimming technical officials we are required to pass your personal information and qualification to British Swimming. In the case of a registered swimmer we are required to pass your personal information to Scottish Swimming.

### **Members’ personal data:**

When you register as a member of Arbroath St Thomas Swimming Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- name, address, email address, date of birth, etc as stated on the new member registration form
- membership criteria / category – for example, athlete, parent, volunteer
- payment details – bank account number, sort code, card details
- participation details – for example, parent, athlete
- equality information – for example, disability
- insert any other personal information, for example, PVG membership

### **Volunteers’ personal data:**

When you volunteer with Arbroath St Thomas Swimming Club, we will ask you for the following personal information:

- contact details – name, address, email address, date of birth
- participation details – for example, parent, committee role and/or Swimming Technical Official qualification or Time Keeper.
- equality information – for example, disability,
- insert any other personal information, such as PVG membership, register your qualification as a Swimming Technical Official with British Swimming.

### **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 core member services, including insurance, licensing, voting,

- set up your online membership account
- send you membership communications email in relation to essential membership services, general meeting notices, membership renewals, membership fees' information, meet entries and general club updates

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.

### **Why we need your personal information – legitimate purposes**

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

- develop and maintain our club communication, including sending email communications to volunteers to inform you of upcoming courses, renewal requirements; and
- respond to and communicate within the club or District regarding your questions, comments, support needs or complaints, concerns or allegations in relation the Club Bye-Laws.

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 the Secretary. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

### **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 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 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.

### **How we protect your personal information**

Your personal information is stored by Scottish Swimming on their electronic filing system and their servers based in the UK , and is accessed by our volunteers for the purposes set out above. The club stores your personal information on club owned lap-tops which are only accessible by restricted individuals.

### **How long we keep your personal information**

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 are no longer affiliated to a club or the District.

### **Your rights**

You can exercise any of the following rights by contacting the District Secretary.

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 Arbroath St Thomas Swimming Club 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](http://www.ico.org.uk)