



## **Data Protection & Privacy Policy**

Borough of Barnsley Swimming Club (“We”, “Our”, “Us”) are committed to protecting and respecting the privacy of all our members.

Members (“You”, “Your”) includes swimmers and their parents / guardians.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding our members’ personal data and how we will treat it.

### **INFORMATION WE MAY COLLECT FROM YOU**

Information is collected when registering to become a member of the Club, and at various times throughout your membership, in order for us to fulfil our obligations to you.

The information you give us may include name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency, bank details among other details. We also ask for relevant health information, which is classed as special category personal data, for the purposes of fulfilling our responsibilities for our members health, wellbeing, welfare and safeguarding.

We collect, use, store and transfer some personal data of our members.

Personal data means any information about an individual from which that individual can be identified. Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able to honour or administer your membership.

Personal data is stored safely and is password protected. Access to personal data is restricted among the Club’s committee and authorised representatives, and is only accessible to those who have a legitimate need and purpose for accessing the data. For example, for the purpose of managing welfare and membership.

### **MEANS OF DATA COLLECTION:**

We may collect and process the data about our members through a number of means, including but not limited to:

- Registering for events
- Subscribing for membership
- Ordering items through us, such as club kit
- Entering competitions
- Membership forms
- Club policy forms
- Medical information forms
- Records of payments made to us

If you contact us, we may keep a record of that correspondence.



## **USES MADE OF THE INFORMATION**

We use information held about our members in the following ways:

- To provide members with information, services or products that members request from us, or which we feel may interest you or be of relevance to you
- To carry out our obligations in relation to internal and external competition entries
- To fulfil our obligations to governing bodies and regulatory organisations
- To notify you about changes to our club, its membership or the services it provides and the events that it promotes.
- Where any relevant medical conditions, physical or mental impairments are disclosed to ensure, in consultation with you, that these factors are taken into consideration in relation to swimming training, competition entry, and other activities within the club. All such data shall be treated as sensitive data.

## **DISCLOSURE OF YOUR INFORMATION**

We may disclose personal information about our members, to third parties:

- For the purpose of competition entries. Information we share includes name, gender, date of birth, and SE membership number.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation or rulings of governing bodies, and other agreements; to protect the rights, property, welfare or safety of our members, officers, volunteers, suppliers or others.

## **OUR WEBSITE**

Our website is set up to provide members and the public with relevant information about the Club.

It includes details of recent achievements of our members and results and times of individual members from recent events. It does not contain any further personal data about the members. The website is not set up to allow transactions to be carried out through the website.

Our site may, from time to time, contain links to and from the websites of our suppliers, associated bodies and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites

## **DATA RETENTION**

We will hold information about our members for a maximum period of 2 years after membership lapses, so that we may comply with external audit requests from legal or governing bodies.

We may need to retain some personal data for longer for legal or regulatory purposes. We will also continue to store individual performance data which forms part of the Club's competitive records.



Members have the right to exercise the 'right to be forgotten' and may request removal of their personal data from our records at any time. However, it should be noted that requests for removal of personal data whilst still an active member will hinder our ability to perform our duties and obligations to you. Requests should be made to [Secretary@bobsc.co.uk](mailto:Secretary@bobsc.co.uk)

### **ACCESS TO INFORMATION**

Members have the right to view information that we hold about them. Requests to view data should be made in writing to [secretary@bobsc.co.uk](mailto:secretary@bobsc.co.uk)

### **CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to our privacy policy in the future will be communicated to members by e-mail.

### **CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [secretary@bobsc.co.uk](mailto:secretary@bobsc.co.uk)