

Merton Pisces Swimming Club

GDPR Data Policy



Merton Pisces Swimming - Club GDPR Data Policy

Our contact details

Name	Mr H.Green	Chairman	Mr W Searle
Address	Flat 39, Thomas House, 20 Grange Road, Sutton, SM2 6RS	Head Coach	Mr H Green
		Secretary	Mrs J Searle
		Welfare Officer	Ms V Goddard
		DBS Officer	Mrs J Searle
Landline	02086 610 205	Data Protection Officer	Mr H Green
Mobile	07956 588 921	Treasurer	Mr H Green
E-mail	Harry@mertonpisces.co.uk	SwimMark Officer	Mr H Green
Website	MertonPisces.co.uk	COVID-19 Officer	Ms V Goddard

What is the GDPR?

The General Data Protection Regulation is a European-wide law that replaces the Data Protection Act 1998 in the UK. It places greater obligations on how organisations handle personal data. It came into effect on 25 May 2018.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) **Your consent. You can remove your consent at any time. You can do this by contacting us.**
You gave us permission when you signed the Membership & other forms.
- (b) **We have a contractual obligation.**
We have a contract with you. You pay your fees promptly and we will endeavour to train your child to be the best swimmer they can be. (Providing they have the determination and commitment.)
You have a contract with us to abide by the constitution, rules, guidelines and terms & conditions.
- (c) **We have a legal obligation.**
We need to have certain information to be able to look after your child in the club environment and to provide the services you pay for so your child can be insured with us.
We do all the necessary legal checks on both swimmers and personnel to protect everyone.
All coaches and personnel are trained and have on-going.
- (d) **We have a vital interest.**
We need certain information to be able to treat your child correctly. All children are different.
If your child has certain needs or disability, then it is important for us to know.
- (e) **We need it to perform a public task.**
We need certain data to be able to keep you child safe whilst we are out.
For example: The child's mobile number - we may phone them if they get lost or go missing.
- (f) **We have a legitimate interest.**
We need to make sure everyone in the club is safe, both the member and their data.
If we do not we cannot operate as a club.

What type of information we have?

We currently collect and hold the following information:

We hold all information that is provided to us on your membership, medical & permission forms. This contains the usual personal data such as: Name, Address, Landline, Mobile, E-mail, Age, etc, this data is updated from time to time if you change it on any subsequent forms.

We hold the minimal amount of data and we only have it to safeguard our members. We need to have contact information so we can communicate with both the child and their parents/guardians.

We require up-to-date medical information in case of accident or injury.

We need to have photography consent to use any photos on our website or on social media.

We also hold swimming data for strokes, distances and time-trials, plus ASA achievements such as Bronze, Silver, Gold or Platinum Awards.

We need to have the swimmer's data in order to train them. Any information that pertains to the training progress of the member is held. All swimmers do timing sessions where their progress is recorded.

Without this we cannot know how the swimmer is progressing.

How we get the information and why we have it

You consent to this when you fill in your membership form (As below)

I understand, accept & consent to all rules and regulations as set out in the constitution, guidelines & terms & conditions (as may be amended from time to time). I understand that Merton Pisces Swimming Club may still have a lawful need to use this information for such purposes even if I later seek to withdraw this consent.

The personal information we hold is provided to us directly by you for one of the following reasons:

Membership, Questionnaire, Medical, Gala entry forms, or other form we ask you to fill in.

We only ever keep the information that allows us to run an efficient and safe swimming club.

We hold the minimal amount of data and we only have it to safeguard our members. We need to have contact information so we can communicate with both the child and their parents/guardians. We need to have medical information in case of accident or injury. We need to have photography consent to use any photos on our website or social media. We need to have the swimmer's data in order to train them. Any information that pertains to the training progress of the member is held. All swimmers do timing sessions where their progress is recorded. Without this we cannot know how the swimmer is progressing.

We also receive personal information indirectly, from the following sources in the following scenarios:

We may record a new contact phone number or persons detail if they take care of your child.

Only information that is provided to us to keep your child safe will be recorded.

What we do with the information we have

We use the information that you have given us in order to provide you with a correctly functioning swimming club that provides a value for money services and keeps all the children safe.

We share certain information with other clubs we swim against in galas (This would be the child's name, membership number, age, and swimming times so they can decide what races they qualify for.)

How we store your information:

All information is kept securely on 1 machine and digitally stored online, but is never shared with anyone. All fiscal data is in written accounts. We **do not hold** any digital financial data. Our website does record visitor / user data, but none of it is made available to anyone else. We use it just to see how many people use the site and to try and make it better for our members. Applications to join the club hold minimal information and the form e-mails that information to the club where it is read and the sender is contacted after this the e-mails are archived.

We will hold on to your data for a period 5 years as this is an accounting requirement.

Your information is encrypted and securely stored in the cloud (Internet)

Google Drive Privacy Policy is here <https://policies.google.com/privacy?hl=en-GB>

Some information is also stored by the ASA and they have their own privacy policy [here](https://www.swimming.org/library/documents/147/download) (<https://www.swimming.org/library/documents/147/download>)

A local copy is used when editing this data

We will then dispose of your information by securely deleting it.

Your data protection rights:

Under data protection law, you have rights including:

Your right of access:

You have the right to ask us for copies of your personal information.

Your right to rectification:

You have the right to ask us to rectify information you think is inaccurate.

You also have the right to ask us to complete information you think is incomplete.

Your right to erasure:

Your data is retained whilst you are in the swimming club and is only destroyed after the period stated in rules and regulations.

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing:

You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing:

You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability:


You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights.

If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

How to complain	You can complain to Merton Pisces Swimming Club if you are unhappy with how we have used your data:
Name	Mr H.Green
Address	Flat 39, Thomas House, 20 Grange Road, Sutton, SM2 6RS
Landline	02086 610 205
Mobile	07956 588 921
E-mail	Harry@mertonpisces.co.uk
Website	MertonPisces.co.uk

How to complain	You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:	
 Information Commissioner's Office	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF	Website: https://ico.org.uk/global/contact-us/ Helpline number: 0303 123 1113