



PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to Exmouth Swimming & Life Saving Society.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Main Committee has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with, or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allow us to contact you directly such as name, title, email, addresses and telephone numbers
- date of birth
- gender
- membership start and end date
- any payment details you provide so that we can receive payments from you and details of the financial transactions with you
- records of your attendance at any events held by us
- images in video and/or photographic form and voice recordings
- your marketing preferences so that we know whether and how we should contact you
- details of next of kin, family members, coaches, and emergency contacts
- records and assessment of any rankings, grading or ratings, competition results, details regarding attendance and performance (including that generated through player pathway programme)
- any disciplinary and grievance information

SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store, and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs, and sexual orientation
- information about your health, including any medical conditions
- We may also collect criminal records information about you. For criminal records history we process it based on legal obligations or based on your explicit consent.



WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club and complete Society and Swim England membership forms. These are up-dated annually.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the **"Your rights in relation to personal information"** section below.

For some of your personal information you will have a legal, contractual, or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information, we may not be able to admit you as a member or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent, and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

DISCLOSURE OR YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional, and national level
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security

HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you with Swim England or alternatively, you can contact us by using the details set out in the **"Contacting us"** section below.

YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used
- the right to access the personal information we hold about you
- the right to request the correction of inaccurate personal information we hold about you
- the right to request the erasure of your personal information in certain limited circumstances



- the right to restrict processing of your personal information where certain requirements are met
- the right to object to the processing of your personal information
- the right to request that we transfer element of your data either to you or another service provider and
- the right to object to certain automated decision-making processes using your personal information

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way, we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice, we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email the Registration Officer (Membership Secretary) at membership@exmouthswimming.org.

Reviewed: March 2021
Next review: March 2023