



Introduction

This notice explains why information is collected about you, and the ways in which this information may be used by the Club.

Data Protection explained

The Data Protection Act 1998 sets out certain requirements for the protection of your personal information (i.e. information about you) against unauthorised use or disclosure. The Data Protection Act also gives you certain rights.

British Swimming has registered under the Data Protection Act 1998 on behalf of the three Home Countries to hold personal data of members and all affiliated clubs, counties and regions. The club is not therefore required to register independently.

However there is a requirement for all clubs, counties and regions to comply with the 8 principles of the Data Protection Act 1998 which are listed below:

1. **Personal data will be processed fairly and lawfully** - The club must have a legitimate reason for collecting and using the data.
2. **Processed for specified, lawful and compatible purposes** – The club is required to tell members about the reasons for obtaining personal data and how we their data will be used.
3. **Adequate, relevant and not excessive** - We can only hold sufficient information on an individual to do the job. We cannot hold more information than is necessary.
4. **Accurate and up to date** - We must take reasonable steps to ensure the information we hold is accurate and up to date.
5. **Not kept for longer than necessary** - We are required to consider why we hold information and review how long we keep it. We cannot keep information for longer than is necessary.
6. **Processed in accordance with the rights of the individual** - You have the right to view information held about you, the right to prevent the processing of their personal information and the right to say no to marketing information.
7. **Processed securely** - We are required to tell you how personal and sensitive personal data is protected; for example locking filing cabinets, changing passwords regularly on computers, password protecting documents. etc
8. **Not transferred outside the European Economic Area without adequate protection** - Although not particularly relevant for the purposes of running our club, for completeness the final principle does not allow transfer of personal information outside of the EEA, unless that country has adequate protection for personal and sensitive personal data.



Why do we collect information about you?

We hold information for a variety of reasons such as:

- For registration and affiliation with the ASA and other bodies e.g. London Region, National Arena League, Water Polo Leagues
- For insurance purposes
- To administer County, Regional, Open, League and other competition entries
- For administration and payment of fees
- for maintaining swimming records of your performance and training
- to respond to any enquiries you make
- to deal with any incidents involving you
- to ensure your health and safety at training and competitions

What information do we collect?

The minimum information we hold is:

- Basic details about you, such as name, address, emergency contacts, email address, telephone number
- ASA Number
- ASA category
- DOB
- Group/Squad
- Fees
- Medication
- Disability

This information may be written down (manual records) or held on computer.

Consent for the Collection and Storage of Data

There is a requirement to obtain consent for the collection and storage of data.

The current Data Protection Act states that parental consent is required for the collection of data for children aged below 12 years of age. However, the ASA considers that 12 years of age is too low and feels that best practice is followed under the ASA child protection strategy by obtaining parental consent for the collection of data for anyone below 18 years of age.

Implicit consent can be obtained by ensuring that members are given the opportunity to read the appropriate clause, for example by publishing it on website, membership form or notice board at the club headquarters.

However, this does not apply to health and medical details and **explicit consent**, (i.e. a signature for this specific purpose) is required for these to be held.

Recording images

The Club may take images of its members in training, and at events in which they participate and they will form part of the information we hold and use. In addition to the purposes for general information set out above, the club may use these recordings and images for the



purposes of education and training, swimmer analysis, developing performance, and for publicity purposes.

Publication on websites

Details of swimmers' performance and achievements in events may be included on the club website both for their own reference and for promotion of the club. Swimmers' achievements may also be used for press releases. Any such information will therefore be available to the general public. However, any images and information included will strictly follow the ASA Guidelines on Club Websites.

How we keep your records confidential

Everyone working for the club has a legal duty to keep information about you confidential. We may need to share some information about you within the club so we can all work together for your benefit. However, we will only ever use or pass on information about you if there is a genuine need for it.

We will not disclose your information to third parties without your permission unless there are exceptional circumstances, such as when the health or safety of others is a risk or where the law requires information to be passed on.

Marketing

The club may contact you about special offers, new stock items or events that you may be interested in. If you don't wish to receive this information please let the club secretary know.

How to access your own records

The Data Protection Act 1998, allows you to find out what information about you is held on computer and in certain manual records. This is known as the "right of subject access". It applies to your club records. If you want to see your club records, you should make a written request to the secretary. You are entitled to receive a copy but please note a charge may be made.

Data Protection Statement

In compliance with the Data protection Act 1998

- All efforts will be made to ensure that any information held by the club is accurate, kept up to date and secure and that it is only used in connection with the purposes and activities of the club.
- Information will not be kept once a member has left the club.
- Information will be disclosed only to those members of the club for whom it is appropriate and to relevant officers of the Amateur Swimming Association or British Swimming.
- This Data Protection Notice will be made available on the club website.