



## TIVERTON SWIMMING CLUB PRIVACY NOTICE FOR OUR JUNIOR MEMBERS



We at Tiverton Swimming Club want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our junior members how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are what is known as a **data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. We don’t need to have Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe. They can be contacted at [secretary@tiverton-swimming.co.uk](mailto:secretary@tiverton-swimming.co.uk) in case you have any questions.

### 1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

We might collect the following **personal details** about you during before, during or after your time as a member at TSC, such as

- details of how we can contact you or your parents, for example your name, email address, post code where you live and parents phone number;
- your birthday;
- your gender;
- membership details including when you signed up to be a member, what squad you swim in and any date you decide to leave us;
- all records of when you contacted us or we contacted you by email or when you asked us to do something;
- any bank details belonging to your parent or guardian so that we can receive payments from you and details of any payments you make to the club;
- records that tell us when you were at swim meets, events or competitions;
- videos and photos of you;
- records of whether you swim at a County/Regional or National level and your race times;
- details of family members and other people we might need to contact in case of an emergency;
- records of your rankings, including any competition results, what swim meets or galas you have attended and how well you are performing on any development programme you selected for to;
- any behaviour, accidents or disciplinary information or details of any issues you have us or we have with you;

### 2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also hold and use what is called “**special information**” such as your colour, background and which part of the world you or your family members are originally from, and any information about your health such as any medical conditions or injuries you have/have had or times you may not have been very well or any medication you need to use. We will only use it if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

In the table below we refer to these as the “**special reasons**”.

### 3. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you from your parents or guardians when you become a member of Tiverton Swimming Club, enter swimming meets or when you want to talk to us at the pool or by e-mail or in some other way. We always ask your parents or guardians permission to get your personal details when you join the club and update this every year.

### 4. HOW DO WE USE YOUR INFORMATION?

What do we use your information for?	What type of information do we use?	What reason do we have to use it (this is the boring legal bit...)
To make sure your membership with us runs smoothly and we can provide the very best training and development for you.	All contact and membership details, any chats we have had and your swim times.	We need all this information to make sure we do a good job in managing your membership with us.
To provide you with swim training sessions or other open meets or services you have decided to swim in.	All contact and membership details.  Your parent/guardian's payment information.	We need all this information to make sure you get the training and race experience you want.
To send you information which we think you might like such as details about competitions and events we are running, and any updates on swimming.	All contact and membership details.	We need all this information to make sure we do a good job in managing your membership with us and offering you competitions to race at.
To send you other information we think you might like or which you have asked us to send to you.	All contact and membership details.	Only where you have told us you want to receive this type of information.  If you are under the age of 13 your parent or guardian must have given their consent to allow us to send you marketing messages or the club newsletter.
To help you if you have a question or you are not happy with something we have done.	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have raised quickly.
We will keep all of your details on our files.	All of your personal details.	It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to.  If we use any ' <b>special information</b> ', we will only do so on the basis of one of the ' <b>special reasons</b> ' we talked about above.
To protect our IT systems.	Details about how you use our website.	It is in our interests to make sure that our IT systems are safe and secure for all of our staff and you to use.

<b>We occasionally carry out research on what events you have attended to understand what is 'on trend'.</b>	Details of the events and competitions you have attended and your race times	It is in our interests to make sure that our membership is targeted and relevant for you to get the best out of swimming at the club.
<b>To promote the sport, our events and membership packages.</b>	Any photos or videos of you and medals won or competitions entered.	Only where you have told us you are happy to use our photos or videos, we put pictures on Twitter, Instagram and send them to the local newspapers to publish.
<b>To make sure we are keeping up with health and safety.</b>	Details of the events and competitions you have attended and medical conditions you may have.	It is in our interests to make sure we provide you and others like you with a safe place to play your sport and swim.  Sometimes we may have to keep your details because the law tells us we have to.
<b>To register you on to and keep track of any events and competitions you attend.</b>	Details about your performance (but we won't use any <b>'special information'</b> ) and the events or competitions you have attended.	We need all this information to make sure we do a good job in managing your development through the swimming performance programme.
<b>We will use your details to assess your performance and to find out what else we can do to help you improve your development and training with us.</b>	Details about your performance and the events or competitions you have attended.  We might also hold details about your health and any club or county, regional or national membership.	We need all this information to make sure we do a good job in managing your development through the performance programme.  If we use any information about your health, we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.
<b>To arrange for any trip or transportation to and from an event.</b>	Any details of family members and emergency contacts, your parent/guardian's payment information and details about your health.	We need all this information to make sure we can make arrangements for any trip you go on.  If we use any <b>'special information'</b> , we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.
<b>We might use details about your health (including any injuries or disability) to make sure you are playing in a safe environment and to ensure you are well enough to participate.</b>	Details about your health.	We will only use this <b>'special information'</b> , on the basis of one of the <b>'special reasons'</b> we talked about above.
<b>To put together all the information we need in case there are any disciplinary or other issues with your membership.</b>	All of your personal details.	It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport.  If we use any <b>'special information'</b> , we will only do so on the basis of one of the <b>'special reasons'</b> we talked about above.
<b>To make sure we are fairly offering opportunities to</b>	Name, your birthday, gender, information which part of the world you or	It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you

everyone.	your family are from, details about your health and performance.	are and where you come from  If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.
-----------	--	--

In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting [secretary@tiverton-swimming.co.uk](mailto:secretary@tiverton-swimming.co.uk).

## 5. HOW CAN YOU STOP US FROM MARKETING TO YOU?

Sometimes we may wish to contact you by email, post or text message to tell you about things we think you might like. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time by letting us know us at [secretary@tiverton-swimming.co.uk](mailto:secretary@tiverton-swimming.co.uk).

**Also look out for the link at the bottom of any email messages we send you which will also put a stop to any unwanted message from us.**

## 6. WHO ELSE MAY USE YOUR DETAILS?

We may send your details to others to help us run our organisation. These are:

- o **Anyone you have said you are happy for us to send your details to.**
- o **Any regional or governing body for swimming:** to help us to improve and keep an eye on developments in the sport, like Swim England.
- o **Organisations that provide services to us:** such as computer services, payment services, Swim England membership services.
- o **Organisations that help us;** such as Swim England, Swim England South West, Devon County ASA or other swim clubs who run open meets and galas.
- o **The Government or our regulators:** where the law tells us to do so or to help them with any investigations.
- o **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

## 7. ARE YOUR DETAILS SAFE?

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

**Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe?** Sometimes some of your personal details may be transferred to and stored in countries outside of the UK and the European, which are not subject to the laws that make sure your details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure. If someone else is using your details because we have told them to, we will also make sure that we put measures in place with them to protect it.

## 8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 2 years after you last get in touch with us. **However, we will keep details such as your name and age, gender and recorded swim times so we can keep a track of Tiverton Swimming Club swim records achieved indefinitely.**

It is important to make sure that the details we hold about you are accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting us at [secretary@tiverton-swimming.co.uk](mailto:secretary@tiverton-swimming.co.uk).

## 9. WHAT ARE YOUR RIGHTS?

### ***Did you know you can ask us to do lots of things with your details?***

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you play at for example;

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

**DON'T FORGET** though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at [secretary@tiverton-swimming.co.uk](mailto:secretary@tiverton-swimming.co.uk)

## 10. WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

## 11. HOW CAN YOU GET IN TOUCH?

If you have a question or a complaint, you can always get in touch with one of our team at [secretary@tiverton-swimming.co.uk](mailto:secretary@tiverton-swimming.co.uk) or speak to your coach at poolside or one of the swimming committee members who are always keen to help.

You can also speak to or email our welfare secretary at poolside or email on [welfare@tiverton-swimming.co.uk](mailto:welfare@tiverton-swimming.co.uk). The Welfare secretary will always listen to you and help out if you ask them.

**Version dated 21st May 2018**