

## BEXLEY SWIMMING CLUB GDPR PRIVACY NOTICE

Bexley Swimming Club are committed to your privacy, we hold and use personal details for the purposes of operating the club, to comply with any legal obligations and when required and reasonable to support swimmers' attendance at Swim meets.

This privacy notice is to explain how we process your data to ensure compliance with the data protection law known as the General Data Protection Regulation (GDPR).

This notice applies to all members or supporters of the Club, including:

- Swimmers
- Parents/Guardians
- Coaches
- Committee members or volunteers.

The personal details that you provide to the Club are processed through the SwimClub Manager platform and are solely for the purposes of your involvement in the Club. The information will not be used for commercial or marketing purposes.

### PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Bexley Swimming Club may process the following personal information about you:

- Name
- Address
- Telephone Number
- Email
- Date of birth
- Ethnicity
- Images
- Health data
- Primary/Emergency contact details
- Parent/Guardian information
- Biometric information, for example fingerprints, retina scans
- Billing information and payment details
- Background and criminal record check results when required, for example DBS or Safeguarding
- Swim England or any other designated regional/national body registration data
- Competition results and records

## HOW WILL THE CLUB USE THIS INFORMATION

Bexley Swimming Club uses this information for the following purposes:

- To operate the Club
- Swim meet management
- Swimmer record keeping
- Billing and fees management
- To support Swim England or any other designated regional/national body required registration/membership
- For Social Media including Newsletters, images taken in accordance within Swim England photography policy, may be used if you have consented, for congratulatory/recognition purposes or to promote the Clubs activities and event participation

## WHO HAS ACCESS TO THIS INFORMATION

Bexley Swimming Club Committee members, Coaches and Club administrators.

## DISCLOSURE OF YOUR PERSONAL INFORMATION

Bexley Swimming Club will not share personal information to any third parties without consent, except when required to provide information to support the following:

- Swim England or other designated regional/national body required registration/membership requirements
- Attending Swim meets
- Other services you may request
- Legal obligations placed upon the Club to disclose such information (for example a court order)
- To protect the Club's legal rights
- To prevent illegal activity

## DATA RETENTION AND LEAVING THE CLUB

Bexley Swimming Club will normally deactivate your account on your final day at the club, but no later than within 30 days of your final day at the club.

Your personal data will not be kept longer than is necessary for the reason it was collected. This means that data will be destroyed or erased from our systems when it is no longer required.

When a person leaves the Club, we will not keep prior information collected on them indefinitely, we will delete it in line with our retention period which is currently up-to 12 months, but this is subject to any legal requirements or complaints to retain for longer.

Bexley Swimming Club Committee

October 2024