

SWIM ENGLAND EAST MIDLANDS

DATA PRIVACY POLICY

1. About this Policy

1.1 This Policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our website <https://eastmidlandswimming.org/> regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

2.1 We are the East Midland Region of the Amateur Swimming Association, also known as Swim England East Midlands Limited. We can be contacted at, eastmidland@swimming.org and at 01509 640298.

3. What information we collect and why.

3.1 We will collect only such personal data as necessary for the administration of Regional aquatic competitions, training camps, and other similar activities organised by us.

4. How we protect your personal data.

4.1 We will not transfer your personal data outside the EU without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction.

4.3 Please note, however, that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us with?

5.1 We will never sell your personal data. We will not share your personal data with any third party without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraphs 5.2 and 5.3 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters, handbooks, and sending you e-mails). We do this for the purpose of our legitimate interests in operating the Region and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. When this is the case, third parties will be required to have contractual arrangements with their sub-processor(s) that ensure information is kept secure and not used for their own purposes.

5.3 We may also pass your personal data to Swim England when it is in the legitimate interest of the Region and Swim England to do so. Swim England may use third parties to process personal data, but disclose only the personal data that is necessary for the third party and will have a contract in place that requires the third party to keep your information secure and not use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Region and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations (e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims).

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR to:

- a) access your personal data
- b) be provided with information about how your personal data is processed

- c) have your personal data corrected
- d) have your personal data erased in certain circumstances
- e) object to, or restrict how your personal data is processed
- f) have your personal data transferred to yourself or to another business in certain circumstances

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

0303 123 1113

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Regional Office (eastmidland@swimmingo.org)