

## **Haddington and District Amateur Swimming Club Privacy Notice**

Haddington and District Amateur Swimming Club (H&DASC) is a competitive swimming club and as such is affiliated with Scottish Swimming.

In order to function as a swimming club, H&DASC needs to collect/process personal information about swimmers, their parents/guardians, our coaches and our volunteers.

The Privacy Notice explains in broad terms the personal data we need to collect, why we need it what we do with it, how we secure it and your rights.

### **What we need**

H&DASC will be a “controller” of the personal information that you provide to us via the channels we choose to use e.g. email and the forms we use on Team App.

When you register as a member of H&DASC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18, we will ask you for the following personal information:

- **contact details** – name, address, email address, date of birth, emergency contact details;
- **participation details** – swimmer, coach, committee member, technical official, etc;
- **medical information** – general health information, medical history and any health conditions, etc;
- **consents** – your consent to various H&DASC Policies/Codes of Conduct;
- **equality information** – gender identity, disability information and
- where applicable (for coaches & volunteers), additional information such as PVG membership, etc.

### **Why we need your personal information – contractual purposes**

We need to collect our members’ personal information so that we can manage your membership.

We will use our members’ personal information to:

- provide you with core member services, including insurance, licencing and PVG checks;
- set up your Scottish Swimming membership account and administer your account online;
- send you membership communications by Team App, email (or other means) in relation to essential membership services, including but not limited to, membership renewals, membership fees’ information, swimming meet information etc.

If you do not provide us with all the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

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## **Why we need your personal information – legitimate purposes**

We also process our members' personal information in pursuit of our legitimate interests to:

- provide our swimmers with competitive swimming by accepting and managing entries for competitions and checking their personal information to ensure they are entered into the correct events;
- develop our swimmers by monitoring their engagement, participation and physical development through attendance registers, competitions results, etc;
- develop and maintain our coaches and volunteer's qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that they have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to swimming.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes.

If you wish to object to any of the above processing, please contact our Membership Secretary on [memsec.swimhaddington@gmail.com](mailto:memsec.swimhaddington@gmail.com). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

## **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

## **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include [the Health & Safety Executive, Disclosure Scotland, and Police Scotland] for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

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As an affiliated team of Scottish Swimming we are required to ensure that all our members are members of Scottish Swimming as a condition of affiliation. We will share your name and membership category with Scottish Swimming who will become a controller of your personal information when they receive it.

Scottish Swimming's private notice explains how they use your personal information and can be accessed here <https://www.scottishswimming.com/privacy-policy.aspx>.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

We publish the results of our competitions on our Team App. This includes competitors' name, age, result, etc.

### **How we protect your personal information**

Your personal information is stored on our electronic filing system as well as Team/Meet Manager, Google Forms, Team App, Contact Us page on the Haddington and District ASC website page and is accessed by our coaches and volunteers for the purposes set out above.

Privacy Notices for Team/Meet Manager, Google and Team App can be viewed here;

<https://sportstek.co.uk/terms-conditions>, <https://policies.google.com/privacy?hl=en-GB&gl=uk> and <https://www.teamapp.com/privacy>.

### **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. We will review the personal information we hold on members at least annually.

### **Your rights**

You can exercise any of the following rights by writing to us at [memsec.swimhaddington@gmail.com](mailto:memsec.swimhaddington@gmail.com)

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by H&DASC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).