



WINCHESTER CITY PENGUINS SWIMMING CLUB

Data Privacy Notice

An overview of how we (Winchester City Penguins Swimming Club) collect and use your information.

This is an overview of:

- The types of information we collect about you
- How we collect and use it
- Who we might share it with
- The steps we'll take to make sure it stays private and secure
- Your rights to your information

More information

For more details about anything covered in this overview, please contact us using the up-to-date contact details on our website.

Who we are

When we say 'we', we mean Winchester City Penguins Swimming Club, who is the 'data controller' for the information in this overview. This means we're responsible for deciding how we use your information.

The information we collect

We collect information about you from different places including:

- Directly from you
- From a third party acting on your behalf e.g. parent/guardian
- When we generate it ourselves
- From other organisations, e.g. competition hosts or a school

We will only collect information in line with the relevant regulations and law and this may relate to any of our programmes you have engaged in, either currently or in the past, e.g. lessons, squads, community. You're responsible for making sure you give us accurate and up to date information. If you provide information for another person, you'll need to tell them how to find the Privacy Notice and make sure they agree to us using their information for the purposes set out in it.

How we'll use your information

We'll use it to provide and promote programmes you have engaged with, for example, to:

- Administer your trial for membership of the Club
- Administer your membership
- Provide your emergency contact information and medical information to the Club's teachers, coaches and administration staff
- Enter you into any competitions or similar event
- Share and promote success, e.g. photographs or video footage of you taken by the Club's staff (including social media notices and newspaper articles), at all times in compliance with Swim England Photographic Guidance Policy and your consent
- Promote additional opportunities provided by the Club, e.g. holiday programmes
- Carry out your instructions
- Improve our services

We'll only use your information where we're allowed to by law.

Who we share your information with

For the purposes set out within this notice, if you are a swimming member we do need to supply your personal information to other organisations, including:

- ASA, for administration of membership
- Competition hosts, to action your requests to enter a competition
- The Army Training Regiment, to allow access to the secure site for swim training
- Organisations that supply supplementary services, e.g. Energise Me for the Hampshire Talented Athlete Scheme
- ASA and any other relevant authorities, for any Safeguarding or disciplinary referrals that relate to you

In addition to the above, if you are an employee or volunteer member, we may also supply your personal details to:

- Knight Goodhead Accountants, for administering pay for employees
- Disclosure and Barring Service, to undertake police checks for volunteers
- Hampshire County Council, to action the employment of a child
- Other agencies that provide professional development, for employees to gain additional skills and qualifications

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. After it ends, we'll keep it for a duration of two years, a period within which we have a significant number of people return to our programmes. After two years we will only retain the information where we may need it for legal requirements or legitimate purposes, e.g. to help us respond to outstanding queries or complaints.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, to ask us to update incorrect or incomplete details, to object to or restrict processing of it, to make a complaint, etc. More information on your rights can be found at the Information Commissioners Centre website.