



# Privacy Policy

## 1. Introduction

Great Yarmouth Swimming Club ("the Club", "we", "our", "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and store personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Data Protection Act 2018 controls how personal information is used by organisations and is the UK's implementation of the EU's GDPR. All individuals handling personal data must comply with strict data protection principles, ensuring that personal data is:

- Used fairly, lawfully, and transparently.
  - Used for specified, explicit, and legitimate purposes.
  - Adequate, relevant, and limited to what is necessary.
  - Accurate and kept up to date.
  - Retained only for as long as necessary.
  - Protected against unlawful or unauthorised processing, access, loss, destruction, or damage.
- For the purpose of the Data Protection Act 2018, Great Yarmouth Swimming Club is the Data Controller.

## 2. Contacting Us

If you have any questions about this policy, our privacy practices, or wish to make a complaint, please contact the Club Secretary at [secretary@gysc.org.uk](mailto:secretary@gysc.org.uk).

## 3. Data We Collect

We may collect and process the following types of personal data:

- Name, date of birth, gender, and contact details (address, phone number, email)
- Emergency contact details
- Medical information relevant to swimming activities
- Membership and Swim England registration details
- Competition and training records
- Payment details for membership, lessons, and event participation
- Records of interactions with the club, including emails and calls
- Attendance at club events and competitions
- Photographs, videos, and voice recordings (with consent) for promotional purposes
- Identification documents (e.g., passport or ID card for official verifications)
- Criminal records information for volunteers (via the Disclosure and Barring Service, if applicable)
- Special category data, including medical history and impairment details, to ensure members' safety

## 4. How We Collect Data

We collect personal data in the following ways:

- Directly from members or their parents/guardians through registration forms and consent documents
- From Swim England and other affiliated swimming organisations
- Through competition and training records
- From club events, competitions, and communication with members
- From third-party service providers, such as Swim England, regional and national governing bodies, and regulatory authorities

## 5. Purpose of Data Processing

We use personal data to:

- Register and manage club memberships
- Process competition entries and track performance
- Ensure the safety and wellbeing of members
- Communicate with members and parents/guardians regarding club activities
- Comply with Swim England regulations and safeguarding policies
- Process payments for membership, lessons, and events
- Promote the Club through marketing materials (with appropriate consent)
- Ensure compliance with legal obligations, including health and safety requirements

## 6. Legal Basis for Processing

We process personal data under the following legal bases:

- Contractual necessity (e.g., managing memberships and competition entries)
- Legal obligations (e.g., safeguarding and health & safety regulations)
- Legitimate interests (e.g., club administration and performance tracking)
- Consent (e.g., use of photos/videos for promotional purposes)

## 7. Data Sharing

We may share personal data with:

- Swim England and affiliated swimming organisations for membership and competition purposes
- Coaching staff and club volunteers for training and event organisation
- Competition organisers for event participation
- Emergency services in case of medical emergencies
- Relevant authorities when legally required to do so (e.g., police, regulatory bodies)

We do not sell or share personal data with third parties for marketing purposes.

## 8. Data Retention

We retain personal data for as long as necessary for the purposes outlined above, in compliance with Swim England guidelines and legal obligations. Generally:

- Membership data is retained for the duration of membership plus 6 years.
- Performance records are retained for historical and statistical purposes.
- Financial records are retained for a minimum of 6 years.
- Medical and safeguarding records are retained in line with statutory obligations.

Data that is no longer required will be securely deleted.

## 9. Data Security

We take appropriate measures to protect personal data from loss, misuse, or unauthorised access. This includes:

- Secure storage of digital and physical records
- Access controls for authorised personnel only
- Encryption and password protection where applicable
- Regular audits and compliance checks

To ensure data security and compliance:

- Executive club officers and committee members in relevant roles must use club-controlled email addresses (e.g., @gysc.org.uk) for all official club communications involving personal data.
- Personal email accounts must **not** be used to store, share, or process club-related personal data.
- All personal data shared via email must be stored within **club-controlled systems**, ensuring proper security and access management.

## 10. Your Rights

Individuals have the following rights under data protection law:

- The right to be informed about how personal data is being used
- The right to access personal data we hold about them
- The right to request correction of inaccurate or incomplete data
- The right to request deletion of personal data where appropriate
- The right to object to processing in certain circumstances
- The right to withdraw consent where processing is based on consent
- The right to data portability, where applicable
- The right to lodge a complaint with the Information Commissioner's Office (ICO) if they believe their data is being misused

**11. Special Considerations for Children Under 16**

We take extra precautions to protect the personal data of children under 16. Parents or guardians must provide consent for the collection and processing of data for children under 16.

**12. Changes to This Policy**

We may update this Privacy Policy from time to time. Any significant changes will be published on our website.