

GDPR (General Data Protection Regulation) Policy

GDPR replaced the Data Protection Act 1998 (DPA) on 25th May 2018.

The GDPR includes the following rights for individuals:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to object;
- The right not to subject to automated decision-making including profiling.

Who can see my data?

The following people may see your data: Head Coach, Coaching Staff, Welfare Officer, Committee Members including Chair, Vice-Chair, Club Secretary, Competition Secretary, Membership Secretary, Treasurer, Assistant Treasurer, Assistant Secretary and Social Secretary.

What data is collected?

WVASC (Wear Valley Amateur Swimming Club) collects the following data:

- Name of swimmer
- Name of swimmer's parents/guardians
Residential address
Telephone numbers
Email address
- Date of birth
- Emergency contact details, including next of kin
- Medical and health information
- Transactional financial details
- Notes and emails
- Performance, attendance and event data
- Qualifications, certificates and relevant course attendance details
- Disclosure and Barring reports
- Swimming times and names which are displayed on the noticeboard, website, Facebook and in a newsletter.
- Photographic data at galas

Why does WVASC collect this data?

WVASC uses this data to:

- Meet legal obligations such as reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures
- Collate internal records
- Advise you of club events, activities and galas via text, email and phone and Facebook
- Process competition entries
- Process relevant memberships with ASA / Swim England
- Process performance data
- Process your membership with Swim England and meet their accreditation requirements
- Contact you in response to an enquiry

- Contact you in case of an emergency
 - In connection with any request or enquiry you make, your information will be passed to the relevant club contact
 - In connection with any membership application you make, your information will be passed to Swim England using their ASA Online Membership system
- WVASC will not disclose any personal information we collect about you to a third party without your consent.

In agreeing to this GDPR Policy, you are consenting to your personal data being processed by WVASC in the manner described above.

If you do NOT CONSENT to your personal data being processed in line with the WVASC GDPR Policy, your data will be deleted, in line with your “Right to be Forgotten” and you will be unable to be a member of WVASC.

How long is my data held for?

WVASC will process personal data during the duration of your membership after which your data will be deleted. WVASC will continue to store only the personal data needed to meet any legal or Swim England obligations and will continue to store individual’s performance data which form part of the Club’s competitive records.

What rights do I have?

In relation to the personal data that WVASC hold, you have the following rights:

- The Right to be Forgotten. You can ask for the data we hold about you to be deleted (under these circumstances and we will continue to store only the personal data needed to ensure the safeguarding of children, any legal obligations or to comply with Swim England requirements defending a legal claim, such as accident records).
- The Right of Access – you have the right to request a copy of the information that WVASC holds about you.
- The Right of Rectification – you have a right to correct data that WVASC holds about you, which is incomplete or inaccurate.
- The Right to Restriction of Processing – where certain conditions apply to have a right to restrict the processing of your personal data.
- The Right of Portability – you have the right to have the data WVASC hold about you transferred to another organisation.
- The Right to Object – you have the right to object to certain types of processing (direct marketing for example).

How can I access my personal data?

To access Personal data identification will be required. Requests should be made to WVASC by emailing info@wearvalleyasc.co.uk.

WVASC accepts the following forms of ID when information on your personal data is requested:

- A copy of your passport.
- Driving licence.
- Birth certificate.
- Current utility bill not older than three months (for your registered address).
- A minimum of one piece of photographic ID listed above and a supporting document is required.

If WVASC is dissatisfied with the quality, further information may be sought before personal data can be released.

How can I make a complaint?

If you wish to make a complaint about how your personal data is being processed by WVASC, you have the right to complain. Please put this in writing to Mrs Susan Cooper, Secretary, WVASC, info@wearvalleyasc.co.uk. If you do not get a response within 30 days, you have the right to complain to the ICO. ICO Wycliffe House, Water Lane, Wilmslow, SK9 5AF Telephone 0303 123 1113.

This GDPR Policy should be read in conjunction with the WVASC Website Privacy Policy.