

Elgin Amateur Swimming Club Privacy Notice

What information we need

Elgin Amateur Swimming Club is a competitive swimming club that is run by a committee of parent volunteers and is registered and supported by Scottish Swimming.

Elgin Amateur Swimming Club (EASC) will be a “controller” of the personal information that you provide to us in this form unless otherwise stated.

When you register as a member of Elgin Amateur Swimming Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18 years), we will ask you for the following personal information:

- Swimmer
 - name and date of birth
 - address
 - any medical or dietary conditions
 - name of GP
- Parent/guardian
 - name, relationship to swimmer, contact telephone numbers (home, work and mobile), email address.
- Alternative contact person
 - name, relationship to swimmer, contact telephone numbers (home, work and mobile)
- SASA membership and insurance details
 - This data is then passed to Scottish Swimming, so each member is insured and a member of Scottish Swimming.
 - Additional mandatory information asked are gender, disability information but this is not stored with Elgin Swimming Club.

When you volunteer with Elgin Amateur Swimming Club such as committee member, Gala Official, coach, poolside helper, PVG application we may ask you for the following personal information depending on the position you are volunteering for:

- Contact details – name, address, email address, date of birth.
- You may be asked to join SASA.
 - This data is then passed to Scottish Swimming.
 - Additional mandatory information asked are gender, disability information but this is not stored with Elgin Swimming Club.
 - PVG Membership number, SASA Membership number
- Members asked to fill out PVG information or a self-declaration form will be sent directly to Scottish Swimming and will not be held by EASC.

Why we need your personal information – Contractual purposes

We need to collect our members’ and members’ parent or guardian personal information so that we can manage your membership. We will use our members’ personal information to:

- Provide core member services such as insurance with SASA.
- Provide coaches with parental contact, emergency contact and essential medical information.

- Send you membership communications by email, text, telephone in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees' information, club news.

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

Why we need your personal information – Legitimate purposes

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

- Promote and encourage participation in swimming by sending members' communications and information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes.
- provide competition in swimming by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category; ξ invite our members as award winners or guests to our annual awards and other fundraising events.
- develop and maintain our members' and members' parents' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you 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. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action where appropriate.
- allow swimmers to be able to go on overnight stays and trips abroad. (For overnight stays and trips abroad, consent forms and additional information may be asked for).

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 us by sending an email to the secretary of Elgin Amateur Swimming club at elginasc@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.

For Volunteers' personal data:

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

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 us on [insert details]. If we comply

with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – Legal obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers, parents, or guardians 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.

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

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this for promotional and/or journalistic purposes as long as the appropriate consents are in place.

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

As an affiliated club of Scottish Swimming, we are required to ensure that all of our members are members of Scottish Swimming as a condition of affiliation.

We will share name, date of birth, gender, address, telephone, email with Scottish Swimming who will become a controller of your personal information when they receive it. Scottish Swimming's privacy notice explains how they use your personal information and can be accessed on their own website.

We may publish the results of our competitions on our website. This includes competitors' name, age and results on our social media page as well as provide to media outlets such as local press.

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 may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

FAIR PROCESSING NOTICE RE CHILD WELLBEING/PROTECTION

The GDPR requires that you are informed about how your personal information will be used. For the purposes of child wellbeing/child protection matters, the club may share information about you with Scottish Swimming where it has been alerted to circumstances that might affect your status as a member of the PVG scheme for regulated work with children and/or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Wellbeing and Protection Officers in the Club and Governing Body.

How we protect your personal information

Your personal information is stored on password protected electronic filing system by our key volunteers. This data is based in the UK and is accessed by our volunteer committee for the purposes set out above. Paper records are held with the Child Protection Officer and Secretary, and these are kept in a secure filing system.

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. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 2 years.

Your rights

You can exercise any of the following rights by writing to us at

elginasc@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 Elgin Amateur Swimming Club 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 .

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