



## Rotherham Metro Amateur Swimming Club Privacy Notice

Rotherham Metro are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Rotherham Metro is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### What personal data we hold on you

You may provide us information about you by filling in forms for an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you join the club and then every year when the annual membership is due. The information you give us may include:

- Personal contact details such as name, title, email addresses and telephone numbers
- Date of birth
- Gender
- Home address
- Bank account details
- Swim England membership number
- Name of the Swim England affiliated clubs with which you are registered
- Images in video and/or photographic form
- Identification documents such as passports and identity cards
- Details of next of kin, family members and emergency contact details

Rotherham Metro may also ask for relevant Special Category Personal Data. This includes but is not limited to health information, SEN and disability. This personal data will only be shared to ensure the safe participation in club activities.

If you are providing us with details of next of kin, family members and emergency contact details they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use/share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the Your rights in relation to personal information section below.

### Your personal data

The reason we need your Swimmer Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

### **Reasons we need to process your data include:**

#### **For training and competition entry**

- Sharing personal data with club coaches to administer training sessions and recording progression.
- Sharing personal data with club coaches and team managers for event days.
- Sharing personal data with event promoters to facilitate entry into events.
- Sharing personal data with Squad Liaison Officers to communicate and facilitate gala entries.

#### **For funding and reporting purposes**

- Analysing anonymised data to monitor club trends e.g. areas of recruitment.
- Carrying out surveys to monitor your experience as a club member.

#### **For membership and club management**

- Processing of membership forms and payments.
- Sharing data with committee members, squad representative to provide information about club activities, membership renewals or invitation to social events.
- Club media, sponsors, partners promoting the club and newsletters.
- Publishing of race and competitions results.

#### **Marketing and communications**

- Sending information about selling club kit, merchandise or fundraising.

#### **Special Personal Data**

Any special category health data we hold on you is only processed for the purpose(s) of passing health data to Coaches/Team Staff to allow safe running of training sessions, event entry or away trips. We process this data on the lawful basis of consent. Therefore, we will need your explicit consent to process this data, which we will ask for at the point of collecting it.

#### **Social Media**

The club may use Social Media pages e.g. Facebook, WhatsApp, Twitter, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

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

When you become a member of or renew your membership with Rotherham Metro you will automatically be registered as a member of Swim England. We will provide Swim England with your personal data which they will use to enable access to an online portal for you (OMS/Integra). You can review and change your details at <https://www.swimmingmembers.org/>

The Club will not supply any personal data it holds on you to any other third party without your explicit consent. The club's data processing may require your personal data to be transferred outside of the UK for cloud hosting. Where the club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

#### **How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Membership data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after inactivity on that member's account, in line with Swim England data retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

#### **Your rights regarding your personal data**

As a data subject you may have the right at any time to request to:

- Rectify or erase your personal data
- Restrict or object to certain kinds of processing of your personal data, including direct marketing
- Complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data

#### **Did you know you can ask us to do lots of things with your details?**

You can ask us:

- to tell you how your details are being used
- to provide you with a copy of all details we hold on you

- to correct some of the details we hold if they are not correct or out of date like your contact details for example
  - to delete all the details, we hold on you (unless we have a good reason not to)
- to stop using your details in a certain way

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

### **What happens if we need to change this notice?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course, where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

### **Contacting us**

If you have a question or a complaint please contact Richard Jackson [richard.jackson@rotherham.gov.uk](mailto:richard.jackson@rotherham.gov.uk)

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