

GDPR Privacy Policy

From 25th May 2018 the law regarding Data Protection changes when the General Data Protection Regulations come into force. Rhondda Swimming Club is committed to complying with data protection regulations and to respecting the privacy rights of individuals. The policy applies to all of our committee members and officers of the club, members (swimmers), parents / guardians of members, coaches and volunteers.

At Rhondda Swimming Club we hold personal data regarding all of the categories above.

This data is necessary to allow the club to, amongst other things

- Communicate with you
- Contact you in an emergency (eg medical)
- Enrol you with Swim Wales
- Enter swimmers into swimming galas

The data that we will ask you for includes the personal and contact details of the swimmer, parent, volunteer, or member of staff, including name, address, phone number(s), email address(s), gender, equality information, membership category, and medical information. If the member is under the age of 18 the contact details provided should also include those of a parent / guardian.

If you do not provide us with this data, or do not consent to us holding this data, it may affect our ability to provide you with the services you expect from us.

When do we Collect This Data?

The initial data collection is made when you apply to join Rhondda Swimming Club. Data is updated when you advise us of any change in details, eg change of address, phone number etc.

Data on swimmers' performance at swimming galas is recorded, and swimmers personal best times are updated on our Team Manager database.

Where do we keep this data?

Personal details are kept within a password protected spreadsheet on the club administrator's laptop, which in itself is password protected.

Personal data is required to register members with Swim Wales. Swim Wales along with British Swimming maintain a database of swimmer's details, their swimming performances and rankings. You can check what information is held about you or your swimmer by visiting <https://www.swimmingmembers.org/> and logging on. If you have never done this before you will need to 'activate' first (click on the activate tab and follow instructions). You can check what information is held on your swimmer's performances by clicking on <https://www.swimmingresults.org/biogs/> and entering WASA number. Clicking on the 'change detail' tab will allow you to make some changes.

Data is also stored within our copy of Team Manager ®, a software application used to maintain a record of swimmers personal best times, and which is used to enter swimmers into swimming galas.

Rhondda Swimming Club



Who Uses this Data?

Within the swimming club there are several 'data users' eg membership co-ordinator, meet processors, treasurer etc. (see Appendix 1) In order to register you or your swimmer with Swim Wales we also need to provide them with your personal details.

Your Rights

You have a right to ask to see the data that we hold about you. If the data is inaccurate or incomplete you have the right to ask for the data to be amended or deleted.

You have the right to take your data with you when you leave (Data portability), eg if leaving to join another club you may ask for a copy of your PBs.

You have the right to ask for data erasure, for example when you leave the club. The club plans on removing your data when you leave the club.

You have the right to object to your data being used for marketing. Rhondda Swimming Club do not provide your data to third parties, except for when it is required to enter 'away' galas, and to our National Governing Body (Swim Wales) where we are obliged to. Swim Wales do on occasion share your details with third parties, but you may opt out of this by editing the 'preferences' section on the Swim Wales membership website <https://www.swimmingmembers.org/> . When registering you or your swimmer with Swim Wales the default that the club uses is to opt out of marketing.

A copy of this Privacy Policy will be available to view on the club's website, and will be amended periodically. You will be notified via e-mail whenever the policy is amended.

Appendix 1

The list of authorised 'Data Users' within Rhondda Swimming Club are

- Members of Rhondda Swimming Club Committee and club Officials
- Membership Co-ordinator
- Coaches
- Team Managers
- Trip Organisers
- DBS Coordinator
- Fund raising volunteers
- Anyone acting on behalf of the club in an authorised capacity