

## ISC DATA PROTECTION POLICY

This policy consists of three (3) pages and is designed to explain how we may process and use personal information we collect before, during and after your membership with us. This policy applies if you have registered to become or are a member of our club.

This policy explains how we comply with the applicable data protection legislation, what your rights are and how you can exercise your legal rights.

For the purposes of the management and processing of your personal data, ISC is the Data Controller.

References to **we**, **our** or **us** in this privacy notice are to the **ISC affiliated to Swim England (ASA)**.

### 1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may process the following **personal information**:

1. Name
2. Date of Birth
3. Gender
4. Address
5. Email Address
6. Telephone Number(s)
7. Passport or other Identification Card for the purpose of overseas travel
8. Digital images
9. Audio records

We will also process details of your next of kin, emergency contact details, and family members.

We will also process the following Special categories of personal data:

1. Race or Ethnicity
2. Information regarding your health including any medical condition
3. Information from health professionals

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that: the processing is necessary for reasons of substantial public interest, on a lawful basis; it is necessary for the establishment, exercise or defence of legal claims; or based on your explicit consent.

We may also collect criminal records information about you. For criminal records history we process it on the basis of a legal obligations or based on your explicit consent.

We will also process records of your attendance at training and events entered through us; and assessment of any swimmer rankings, grading or ratings, competition results, details regarding events attended and performance as well as any disciplinary and grievance information related to your membership.

If you are providing us with details of next of kin, family members and emergency contacts 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 and may share that information. Please share this privacy notice with those of them



whom you feel are sufficiently mature to understand it. Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time.

Please note, however, that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

## 2. HOW WE COLLECT YOUR PERSONAL INFORMATION

We typically collect personal information directly from our members when you apply to become a member or renew your membership of the club, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way, when you enter Open Meets through us.

## 3. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

1. Any party approved by you.
2. **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
3. **Coaches or support staff from other organisations or agencies that support the coaching and development of squad members.**
4. **Other service providers:** for example, payment processors, data analysis, contractors or suppliers and IT services (including website hosts)
5. **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
6. **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

## 4. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we process is not transferred and stored in countries outside of the UK and the European Union.

## 5. HOW LONG DO WE RETAIN YOUR PERSONAL INFORMATION FOR?

There is no legal requirement we retain all physical and electronic records for a period of no longer than 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

1. Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
2. Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims. This can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.



## 6. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

1. The right to be informed about how your personal information is being used;
2. The right to access the personal information we hold about you;
3. The right to request the correction of inaccurate personal information we hold about you;
4. The right to request the erasure of your personal information in certain limited circumstances;
5. The right to restrict processing of your personal information where certain requirements are met;
6. The right to object to the processing of your personal information;
7. the right to request that we transfer elements of your data either to you or another service provider; and
8. The right to object to certain automated decision-making processes using your personal information.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>

## 7. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. Where required by law we will seek your consent to changes in the way we use your personal information.

## 8. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please contact us.

**Membership Secretary : [memberships@hotmail.com](mailto:memberships@hotmail.com)**

