**WARLEY WASPS (WARLEY AMATEUR SWIMMING AND POLO: SANDWELL)**

**PRIVACY NOTICE FOR OUR MEMBERS**

We at Warley Wasps want to make sure all the personal details we hold about you are safe and secure. We have put together this note to tell all of our members, how we make sure the details we need to hold about you are secure, and what to do in case you have any questions for us or want to see what information we hold about you. We need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. [[Our Data Protection Officer is called The Data Administrator. and can be contacted on

 details we collect from you

We collect the following **personal details** about you during, or after your time as a member:

* Contact details including Full name: date of birth: address with post code: phone and e.mail details: gender: ethnicity: contact details of parents/carers and/or emergency contacts: level of ability: relevant medical information: authorisation for photographic material to be taken and used for specific purposes: Membership date and S.E.Category:

 This information is required annually and contained on the club Membership Form. The form shall be completed and signed by either the member or parent/carer on their behalf. The signature indicates agreement to the information being held

**PURPOSES**

* + all records of when you contacted us or we contacted you on the phone or by email.
	+ any bank details belonging to you, your parent or guardian so that we can receive payments from you and details of any payments you make;
	+ administer any events in which you or your child participate or may wish to participate and to deal with incidents involving you or your child.
	+ Create anonymised/aggregated information about members to enable us to secure funding
	+ Contact you about swimming events, offers or opportunities available from S.E. or British Swimming or any commercial partner thereof, by post, e.mail, online or phone

 **RECORDING OF IMAGES**

* S.E. and British Swimming may record competition events in which you or your child participate. General images of swimmers will form part of the information we hold and use. S.E., British Swimming or club Coaching staff may use these images and recordings for the purposes of education and training, swimmer analysis, promotion, performance, development, selection and event analysis.
* Publication on web sites

Details of achievements in events may be included on British Swimming web sites, and will be available to the public. If you do not want your details or images to be visible in this way they may be blocked by registering via the Home Country Membership Check web page and selecting the ‘hide’ option or by contacting S,.E. Rankings Dept with your ‘hide’ request

1. how do we use your information?

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| **C:\Users\CYHall\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8VQ28SEV\Checklist ticks.pngWhat do we use your information for?**  | **What type of information do we use?** | **What reason do we have to use it**  |
| **To make sure your membership with us runs smoothly and we can provide the very best service for you.** | All contact and membership details. | We need all this information to make sure we do a good job in managing your membership with us. |
| **To provide you with merchandise or other services/ products you have ordered from us.**  | All contact and membership details.Your parent/guardian’s payment information. | We need all this information to make sure you get the [merchandise/products/services] you ordered. |
| **To send you other information which you have asked us to send to you.** | All contact and membership details  | Only where you have told us you want to receive this type of information.If you are under the age of 13 your parent or guardian must have given their consent to allow us to send you marketing messages.  |
| **To help you if you have a question or you are not happy with something we have done.** | Contact details and any chats we have had.  | It is in our interests to make sure we deal with any issues you have quickly.  |
| **We will keep all of your details on our** **files.** | All of your personal details. | It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to.  |
| **To protect our IT systems.** | Details about how you use our website. | It is in our interests to make sure that our IT systems are safe and secure for all of our staff and you to use.  |
| **To promote the sport, our events and membership packages.** | Any photos or videos of you. | Only where you have told us you are happy to use our photos. |
| **To make sure we are keeping up with health and safety.** | Details of the events and competitions you have attended. | It is in our interests to make sure we provide you with a safe place to play your aquatic sport.Sometimes we may have to keep your details because the law tells us we have to.  |
| **To register you on to and keep track of any events and competitions you attend.** | Details about your performance and the events or competitions you have attended. | We need all this information to make sure we do a good job in managing your development through the performance programme.  |
| **We will use your details to assess your performance and to find out what else we can do to help you improve your development and training with us.** | Details about your performance and the events or competitions you have attended.We might also hold details about your health and any club or county membership. | We need all this information to make sure we do a good job in managing your development through the performance programme.  |
| **To arrange for any trip or transportation to and from an event.** | Any ID cards or passport information you give us, details of family members and emergency contacts, your parent/guardian’s payment information and details about your health. | We need all this information to make sure we can make arrangements for any trip you go on. |
| **We might use details about your health (including any injuries or disability) to make sure you are in a safe environment and to ensure you are well enough to participate.**  | Details about your health. |  |
| **To put together all the information we need in case there are any disciplinary or other issues with your membership.** | All of your personal details. | It is in our interests to make sure we provide you and others like you with a safe and fair place to play your aquatic sport. |
| **To make sure we are fairly offering opportunities to everyone.** | Name, your birthday, gender, ethnicity, , details about your health and performance. | It is in our interests to make sure we provide you with the same opportunity to get into sport no matter who you are and where you come from |

 If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting our data administrator

Who else may use your details?

We may send your details to others to help us run our organisation. These are:

* + **To any regional or governing body:** to help us to improveand keep an eye on developments in the sport.
	+ **Organisations that provide services to us**: such as marketing specialists, researchers, computer services.

**Organisations that help us**;.**such as British Swimming,** : so that we provide you with details on any tickets, special offers, opportunities, products and services and other benefits you get from our commercial partners

* + **The Government or our regulators**: where the law tells us to do so or to help them with any investigations.
	+ **Police, law enforcement and security services**: to help them with any investigation, prevention of crime or matter of national security.

**ARE YOUR DETAILS SAFE?**

* to delete all of the details we hold on you (unless we have a good reason not to!);
* to stop using your details in a certain way;
* to send your details to you or another organisation like any club you play at for example; and

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.

**DON’T FORGET** though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online at https://ico.org.uk/for-the-public/. If you have any questions or are unhappy about something, please contact us.

We have security measures to make sure your details don’t get used in a way they shouldn’t be.

 ***All ‘data controllers’ based in the European Union and the UK are subject to laws that make sure that your personal details are safe?*** We don’t share your personal details with anyone outside of the UK and the European Union.] / [Sometimes some of your personal details may be transferred to and stored in countries outside of the UK and the European Union, which are not subject to the laws that make sure your details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure. If someone else is using your details because we have told them to, we will also make sure that we put measures in place with them to protect it.]

 **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for [6] years after you last get in touch with us.

It is important to make sure that the details we hold about you are accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this by contacting our data administrator

 **WHAT ARE YOUR RIGHTS?**

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;
1. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with our Data Administrator.

R.E. 25.05.2018