



Privacy Notice

Alnwick Dolphins are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Alnwick Dolphins 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 give us information about you by filling in forms at an event or online, or by corresponding with us by phone, email or otherwise. This includes information you provide when you register with the Club, The information you give us may include your name, date of birth, address, emergency contact details including next of kin, e-mail address, phone number(s), name of the Swim England affiliated Clubs with which you are registered and gender, and we may record performance, attendance and event data (Swimmer Data). In addition, for volunteers you may provide/ we may obtain qualifications, certificates and relevant course attendance details and DBS information (Volunteer Data).

Alnwick Dolphins may also ask for relevant Special Category Personal Data. This includes but not limited to health information, disability. This data will only be shared to ensure the safe participation in Club activities.

Why we need your personal data

The reasons we need your personal data are to be able to administer your membership and provide the membership services you are signing up to when you register with the Club (our contractual obligation), to send information on activities and events which have been arranged as part of membership, and to fulfil our legal obligations regarding health and safety, insurance and child protection.

Reasons we need to process your data include:

For training and competition entry

- Sharing personal data (including Special Category Personal Data) with club coaches and poolside assistants to administer training sessions;
- Sharing personal data with club coaches / team managers to enter events
- Sharing personal data with event promoters to facilitate entry into events.

For funding and reporting purposes

- Sharing anonymised data with a funding partner as condition of grant funding e.g. external funding partner
- Analysing anonymised data to monitor Club trends e.g. areas of recruitment, progress of swimmers.
- Carrying out surveys to monitor your experience as a Club Member.

For membership and club management

- Processing of membership forms and payments
- Processing memberships with Swim England/ASA
- Sharing data with committee members, coaches, poolside assistants and other volunteers to provide information about club activities, membership renewals or invitation to social events
- Club newsletter, media, sponsors and partners promoting club activity

- Publishing of race and competition results.
- Processing performance data
- Contact you in response to an enquiry or in case of emergency
- Collating internal records
- Maintaining club records database
- Meeting legal obligations such as reporting and investigations under Wavepower: Child safeguarding policy and procedures

Marketing and communications (where separate consent is provided)

- Sending information about promotions and offers from sponsors;
- Sending information about selling club kit, merchandise or fundraising.

Special Personal Data

Any Special Category Personal Data we hold on you is only processed for the purpose(s) of passing health data to Coaches, poolside assistants / team managers and other volunteers to allow the safe running of training sessions / event entry. 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 the provider of the social media platform(s) has 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 Alnwick Dolphins 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. Swim England will contact you to invite you to sign into and update your online member area (which, amongst other things, allows you to set and amend your privacy settings). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings. If you have any questions about the continuing privacy of your personal data when it is shared with Swim England, please contact renewals@swimming.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 the purpose of 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 using membership forms. Any personal data we hold on you will be securely destroyed after termination of your membership but may be held for a period of up to 6 years, (in line with Swim England data retention policy). After this time the Club will continue to store only the personal data needed to meet any legal or Swim England obligations, and individual performance data (which will include name and date of birth) which will form part of the club's competitive records. 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 access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.

To access Personal data identification will be required. Requests should be made to the Membership Secretary, Alnwick Dolphins Swimming Club by emailing membership@alnwick-dolphins.co.uk

Alnwick Dolphins Swimming Club accepts the following forms of ID when information on your personal data is requested:

A copy of your passport

Driving licence

Birth certificate

Current utility bill not older than three months (registered address)

A minimum of one piece of photographic ID listed above and a supporting document is required.

If the Club is dissatisfied with the quality, further information may be sought before personal data can be released.

If you wish to make a complaint about how your personal data is being processed by Alnwick Dolphins Swimming Club, you have the right to complain. Please put this in writing to the Club Chairman by email to Club_Secretary@alnwickdolphins.co.uk. If you do not get a response within 30 days, you have the right to complain to the ICO. ICO Wycliffe House, Water Lane, Wilmslow, SK9 5AF Telephone 0303 123 1113 <https://ico.org.uk/global/contact-us/email/>

This GDPR Policy should be read in conjunction with the Swim England Privacy Policy, which can be found on the Club website.