



PRIVACY NOTICE FOR OUR JUNIOR MEMBERS



We at **Keynsham Amateur Swimming Club** want to make sure all the personal details we hold about you are safe and secure, so we have put together this little note to tell all of our junior members, *whether you are a player/participant or simply a fan of the sport*, how we make sure we just do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations need to appoint an individual called a "**Data Protection Officer**" to make sure that we are being very careful with your information. We don't need to have Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe. They can be contacted at kascinfogov@keynshamswimming.club in case you have any questions.

1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

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

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- whether you are a boy or a girl (we don't want to enter you in the wrong event!);
- membership details including when you signed up to be a member and any date you decide to leave us;
- records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- any bank details belonging to your parent or guardian so that we can receive payments from you, and record details of any payments you make;
- how you use our website and any passwords, user names and other things that may identify you to us online;
- records that tell us when you were at our events or competitions, or competitions that you entered on your own and not with the club;
- videos and photos of you;
- your passport or other ID cards;
- records of whether you compete at a county/regional/national level;
- details of family members, coaches and other people we might need to contact in case of an emergency;
- records of your rankings, gradings or ratings, including any competition results, what events/matches/competitions you have attended and how well you are performing on any development programme you are registered to;
- details of any issues you have with us or we have with you.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also hold and use what is called "**special information**" such as your colour, background and which part of the world you or your family members are originally from, and any information about your health such as any injuries you have/have had or times you may not have been very well. In the table below, where we use this **special information** you will see this symbol:

We will only use it if we have a really good reason to do so such as:

- o if it is in the interests of the public and we are allowed to use it;
- o we need it to help us with a legal case we are involved in;
- o certain laws allow us to use it; or
- o you have told us you are happy for us to use it.



In the table below we refer to these as the “**special reasons**”. Don’t forget to look for the  symbol

3. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when you or your parent/guardian become a member of Swim England, complete one of our membership forms, use our web site at www.keynshamswimmingclub.co.uk, enter and take part in competitions, or when you want to talk to us on the phone, by e-mail or in some other way. Your coach sometimes likes to record you on a tablet whilst you are in the pool training so that they can discuss your technique with you and help you to improve it.

4. HOW DO WE USE YOUR INFORMATION?

What do we use your information for?	What type of information do we use?	What reason do we have to use it (this is the boring bit...)
To make sure your membership with us runs smoothly and we provide the very best club for you. 	All contact and membership details, any chats we have had and your likes and dislikes.	We need all this information to make sure we do a good job in managing your membership with us.
To provide you with kit such as swimming hats or other stuff you have ordered from us. 	All contact and membership details. Your parent/guardian's payment information.	We need this information to make sure you get the things you ordered.
To send you information which we think you might like based on whether you are a swimmer, synchro athlete or water polo player such as details about competitions and events we and other clubs are running, and any important information such as changes to the rules. 	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 send you other information we think you might like such as a newsletter or 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 we have to ask your parent or guardian for their permission to send you these kinds of 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.

<p>We will keep all of your details on our files.</p> 	<p>All of your personal details.</p>	<p>It is in our interests to have your details so we can deal with any issues 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 must.</p> <p>If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>
<p>To keep those nasty hackers out of our web site.</p> 	<p>Details about how you use our website.</p>	<p>It is in our interests to make sure that our IT systems are safe and secure for all of our members and for you to use.</p>
 <p>To tell people how brilliant KASC is and let them know of the kinds of things we do.</p>	<p>Any photos or videos of you, particularly if you have done very well or have won something!</p>	<p>Only where you have told us you are happy to use our photos. If you are under the age of 13, we have to ask your parent or guardian for their permission to be able to use any photos or videos of you.</p>
<p>To make sure we are keeping up with health and safety.</p> 	<p>Details of the events, competitions and training sessions you have attended.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe place to train and compete.</p> <p>Sometimes we may have to keep your details because the law tells us we have to.</p>
<p>To let you know about, and register you in events and competitions and keep track of your results.</p> 	<p>Details about your performance (but we won't use any 'special information') and the events or competitions you have attended.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p>
<p>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.</p> 	<p>Details about your performance and the events or competitions you have attended.</p> <p>SPECIAL We might also hold details about your health, particularly if you have been hurt, or have not been well.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p> <p>If we use any information about your health, we will only do so on the basis of one of the 'special reasons' we talked about above.</p>
<p>To arrange for any trip or transportation to and from an event such as a team competition, or a training camp.</p> 	<p>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.</p> <p>SPECIAL</p>	<p>We need all this information to make sure we can make arrangements for any trip you go on.</p> <p>If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>

<p>We might use details about your health (including any injuries or disability) to make sure you are training safely by making changes to your training programme and to ensure you are well enough to participate.</p>	 SPECIAL	<p>Details about your health.</p>	<p>We will only use this 'special information', on the basis of one of the 'special reasons' we talked about above.</p>
<p>To put together all the information we need in case we think that you have not behaved as we think you should.</p> <p>We will also do this if you think that either we, or other members of the club, have not behaved as you think they should.</p> 	<p>All of your personal details.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport.</p> <p>If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>	
<p>To make sure we are fairly offering opportunities to everyone.</p> 	<p>Name, your birthday, gender.</p> SPECIAL <p>Information about which part of the world you or your family are from, details about your health and performance.</p>	<p>It is in everybody's interest to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from</p> <p>If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.</p>	

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 sending a message to kascinfogov@keynshamswimming.club

5. HOW CAN YOU STOP US FROM SENDING OUR NEWSLETTERS TO YOU?

Sometimes we may wish to contact you by email, post or text message to tell you about things that are going on in the club not directly related to your training. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time by sending an e-mail to kascinfogov@keynshamswimming.club. You only need to use the subject line STOP SENDING. *Also look out for the link at the bottom of any messages we send you which will also put a stop to any messages.*

6. WHO ELSE MAY USE YOUR DETAILS?

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

- **Anyone you have said you are happy for us to send your details to.**
- **To Gloucester ASA, Somerset ASA, Wiltshire ASA, Swim England South West Region, Swim England and British Swimming** to help us to improve and keep an eye on developments in the sport.
- **Organisations that provide services to us:** such as the people who provide our web site, and those that help us pay people we owe money to and collect money from those people who owe us.
- **The Government:** where the law tells us to do so, or to help them with any investigations.



- o **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.



7. ARE YOUR DETAILS SAFE?



We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

Did you know that all 'data controllers' based in the UK like us are subject to laws that make sure that your personal details are safe?

Sometimes some of your personal details may be transferred to and stored in countries outside of the UK which are not subject to the laws that make

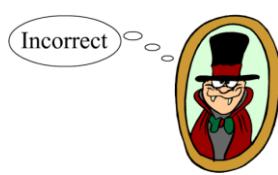
sure your details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure.

8. HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

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 some of it for a long time because the Government tells us we have to, but most of the time, we will keep your details only for 1 year after you stop being a member of the club.



9. WE MUST MAKE SURE THE INFORMATION WE HAVE ABOUT YOU IS CORRECT.



It is important to make sure that the details we hold about you are accurate and up-to-date as we don't want to enter you in the wrong competition age group or put you into a water polo team if you are a synchro athlete! So, make sure you let us know if anything is wrong, or if your email address or phone number changes. You can normally do this through our web site or by telling us what is wrong in an e-mail to kascinfogov@keynshamswimming.club

10. WHAT ARE YOUR RIGHTS?

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

You can ask us:

- o to provide you with a copy of all details we hold on you and to tell you how your details are being used;
- o to correct some of the details we hold if they are wrong;
- o to delete all of the details we hold on you (unless we have a good reason not to!);
- o to stop using your details in a certain way;
- o to send your details to another swimming club if you decide to move there.



The rules are a bit complicated though and it may not always be possible for us to say yes to the last three questions in this list. **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 newsletters and the like. If you would like to know more about these rights or have any questions or are unhappy about something, please send an e-mail to kascinfogov@keynshamswimming.club

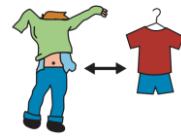
11. WHAT CAN YOU DO IF WE HAVE DONE SOMETHING WITH YOUR DETAILS THAT HAS UPSET YOU?



If you are really cross about the way we have used your personal information, there is a person who can help you called the Information Commissioner. Her name is Elizabeth Denham and she has a large office full of people who will listen to you, one of which will then talk to us to make sure we are doing things properly. You can contact the people in Elizabeth's team either through their web site at www.ico.org.uk or by ringing 0303 123 1113.

12. 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.



13. HOW CAN YOU GET IN TOUCH?

If you have a question or a complaint, you can always send an kascinfogov@keynshamswimming.club



to

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