

RAMSBOTTOM AMATEUR SWIMMING CLUB

PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. References to **we**, **our** or **us** in this privacy notice are to the **Ramsbottom Amateur Swimming Club**.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When you register with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- records of your attendance at any events hosted by us;
- images in video and/or photographic form;
- details of any county membership; and
- details of next of kin, family members, coaches and emergency contacts.

We may also collect and use the following “**special categories**” of more sensitive personal information regarding you:

- information about your health, including any relevant medical condition and safeguarding information.

We will only hold and process this on the basis of your explicit consent and in support of your membership activities.

We typically collect personal information about our members when you apply to become a member of the club (using the ASA forms), when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how 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 them.

2. USES MADE OF THE INFORMATION

We only use the information provided to:

- administer any membership you have with us and managing our relationship with you;
- send you information about competitions and events;
- send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, products and information about our partners such as Swim England;
- answer your queries or complaints;
- comply with health and safety requirements;
- arrange for any trip or transportation to and from an event; and
- comply with legal obligations.

You have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

3. HOW WE WILL CONTACT YOU

We will contact and share information with you in support of club activities from time to time, through Facebook, by email, phone, SMS and on the club notice boards, which we believe you may be interested in.

You can then let us know at any time that you do not wish to receive messages by 'Contacting Us' below.

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

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. Generally, where there is no legal requirement we retain all physical and electronic records for the duration of a period of 6 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- 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.

5. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

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

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances; and
- the right to object to the processing of your personal information.

6. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page.

7. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email Peter Green at petergreen451809@gmail.com

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