

SHREWSBURY MASTERS SC
DATA PROTECTION & PRIVACY POLICY
May 2018

Introduction to GDPR – General Data Protection Regulation

The General Data Protection Regulation (GDPR) which came into effect on 25th May 2018, describes how organisations such as Shrewsbury Masters must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically or on paper.

To comply with the GDPR, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The GDPR is underpinned by eight important principles. These say that personal data must:

- be processed fairly and lawfully;
- be obtained only for specific, lawful purposes;
- be adequate, relevant and not excessive;
- be accurate and up to date;
- not kept for longer than necessary;
- be processed in accordance with the rights of the “Data Subjects”;
- be kept and held securely;
- not be transferred to third parties or other countries without consent.

Further details on the GDPR can be found at the website for the Information Commissioner’s Office (www.ico.gov.uk).

1. About this Policy.

1.1 This policy explains when and why we collect personal information about our members, their coaches and volunteers. It explains how we use the data, how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website www.shrewsburymasters.com regularly for any amendments (amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data.

2. Who we are.

2.1 We are Shrewsbury Masters Swimming Club. Our base is The Quarry Swimming Centre, Priory Road, Shrewsbury SY1 1RU.

2.2 We can be contacted at shrewsburymasters@icloud.com

2.3 For the purposes of the GDPR, we, Shrewsbury Masters, will be the “Data Controller”. You, our members, their coaches and volunteers, will be the “Data Subjects”.

3. Our Responsibilities

3.1 Shrewsbury Masters SC has no formal Data Protection Officer (DPO), nor is it required to have one, but all members of the Committee have a responsibility to ensure data is collected, stored and handled appropriately in accordance with the requirements of the GDPR.

4. What information we collect and why.

("encrypted device" means PC, laptop, ipad/tablet, phone, memory stick)

What information we collect	Why we collect it	Where we collected it from and where we store it
Names, addresses, dates of birth and gender of members	To manage the Club membership and to liaise with Swim England to enter galas.	From: Membership Forms. On paper Membership Application Forms Held in Club cabinet.
Telephone numbers and email addresses of members	To manage the Club membership	From: Membership Forms. On Membership Secretary's and Communications and Media officers Encrypted device. And on paper Membership Application Forms
Emergency contact details	To contact in the event of an emergency	From: Membership Forms. On paper Membership Application Forms
Record of accidents/incidents	To fulfil club requirements	In locked filing cabinet at pool. Some committee members have a key.
Photos of swimmers, Committee members and coaching/teaching team	For swimmers, to use with permission for social media, local press and national Swimming Times magazine.	From: Taken at events such as galas. Swimmers' photos kept with Chairman or Committee Member.

Medical / health information including disabilities, allergies and other relevant issues.	To ensure smooth running of the Club and so key people are aware where need be.	From: Membership Forms on paper in locked filing cabinet.
Information relating to swimmers' performance and achievement.	To enable progress to be made during training sessions.	From: Collated by Head Coach. Head Coach on encrypted device.
Training data of swimmers.	To enable progress to be made during training sessions.	From: Collated by Head Coach. Head Coach on encrypted device.

Names, ASA numbers, email addresses and qualification details of qualified Officials.	To enable contact to be made to find willing Officials to attend galas.	From: Officials. To be obtained.
Names and email addresses of previous competitors of the Annual Gala	To invite them to any future Gala held by the Club	From: previous applications Held by Treasurer and Chairman on encrypted devices.
Names and email addresses of staff at pool and land-training venues.	To liaise with regard to pool/room bookings, invoicing etc.	From: Provided for us from the venues. Committee members on encrypted devices.
Passwords for Shrewsbury Masters website.	To access and update.	From: Created when setting up website. Website controller kept in memory devise.

Passwords for Shrewsbury Masters SC Facebook page.	To access and update as method of communication.	From: Created when setting up Facebook account. Communications and Media officer (committee member), kept on PC

Sensitive Personal Data

Shrewsbury Masters will not collect or store sensitive personal data. This includes data relating to religion, race, sexual orientation, and criminal records and proceedings.

We will obtain and store relevant medical data as well as emergency contact details for the safe running of the Club and only for the period required.

4. How we protect your personal data

4.1 We will not transfer your personal data outside the EEA (European Economic Area) without your consent.

4.2 We use generally accepted standards of technology and security in order to protect personal data from loss, misuse, unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to any sort of risk.

4.3 When you transmit information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law.

5.2 Following our own hosted galas, we will share your data with the rankings department of Swim England if you are a Registered Member.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems while you are a member of the Club and for as long afterwards as is necessary to comply with our legal and welfare obligations. We will review your personal data every year to establish whether we are still entitled to hold it. If we decide that we are not entitled to do so, we will delete/destroy personal data securely.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- to access your personal data;
- to be provided with information about how your personal data is processed;
- to have your personal data corrected;
- to have your personal data erased in certain circumstances;
- to object to, or restrict, how your personal data is processed;
- to have your personal data transferred to yourself or to another club in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you have any questions, comments or requests with regard to this policy or how we deal with data, please contact the Chairman.