



CHISLEHURST MILLENNIUM SWIM SQUADS

PRIVACY NOTICE

In line with new Data Protection laws that came into effect, we have updated our Privacy Policy to be General Data Protection Regulation (GDPR) compliant and to give you confidence about how we look after your personal data.

What personal information do we collect from you?

Chislehurst Millennium Swim Squads currently keep the following records:

- Swimmer name, date of birth
- health/medical records (if relevant and with parent consent)
- parent/ legal guardian name, contact details such as address, email and phone number
- code of conduct forms x2 (parent and swimmer)
- photo consent forms
- attendance history
- competition results and swim times
- photos
- Swim England registration data for athletes/swimmers and the Club committee
- Billing information and accounts
- Background and criminal record checks results for coaches and relevant committee members, with consent

Who has access to this information?

Chislehurst Millennium Swim Squads coaches and committee members

How do we use swimmer and parent/legal guardian personal information?

- To comply with national sports bodies e.g. Swim England registration and membership requirements
- To operate the club i.e. Gala entries, access swim time histories, communication, billing and collection of fees.
- For internal club record keeping
- **If you do not want to receive emails from CMSS, you can opt out at any time by written request.**

Do we share your personal information with third parties?

Chislehurst Millennium Swim Squads will not share personal information without consent, except:

- Where it is necessary to share with a service provider, such as ASA or Swim England, other clubs for gala entries, Lloyds bank for billing information/enquiries
- Where the Swimming Club has a legal obligation to disclose the information (such as responding to a court order), to protect the Club's legal rights or to prevent fraud or illegal activity.

What will happen to your information when you leave the club?

Chislehurst Millennium Swim Squads will retain your membership data for a period of 6 years in line with Swim England. Account information will be kept for a period of 7 years.

Chislehurst Millennium Swim Squads Committee

June 2018