



# Brechin Beavers Swimming Club

## Privacy Notice

### Who we are

Brechin Beavers Swimming Club has been in existence since 1976 and is one of the oldest established swimming clubs in Angus. We achieved SwimMark accreditation in 2016 and are now working towards SwimMark2. We are a friendly competitive club that is growing quickly under the leadership of our Head Coaches.

The Club is run on a totally voluntary basis and relies on the time generously offered by volunteers. We are a teaching /competitive club and participate in a range of competitions, from friendly local galas to Midlands League.

Our aim is to achieve the best for our swimmers, help them build on their confidence and capabilities. They will eventually represent the club at competitions, which is certainly an honour!

We believe children should be rewarded for their efforts and host various social events for their enjoyment, such as trips to Christmas pantomimes and we also hold an annual awards ceremony, which the children enjoy.

### What we need

Brechin Beavers Swimming Club will be a “controller” of the personal information you provide to us in this form or through facebook unless otherwise stated.

#### **Members’ personal data:**

When you register as a member of Brechin Beavers Swimming Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18 years of age, we will ask you for the following personal information:

- name, address, postcode, telephone number, email address and date of birth;
- membership criteria / category – for example, athlete, parent, volunteer, etc;
- participation details – for example, parent, athlete, etc; and
- equality information – for example, disability, etc.

#### **Volunteers’ personal data:**

When you volunteer with Brechin Beavers Swimming Club, we will ask you for the following personal information:

- name, address, postcode, telephone number, email address and date of birth;
- membership criteria / category – for example, athlete, parent, volunteer, etc;
- participation details – for example, parent, athlete, etc;
- equality information – for example, disability, etc. and



- PVG membership

### **Why we need your personal information**

#### **Members' personal data:**

We need to collect our members' personal information to allow us to manage your membership.

We will use our members' personal information to:

- provide you with core member services, including, insurance, ;
- set up your online membership account
- send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees' information; and
- any other contractual membership requirements

If you do not provide us with all of the personal information we need to collect then this may affect our ability to offer the above membership services and benefits.

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in swimming by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in swimming by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in swimming by monitoring members' engagement and participation and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our annual awards which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to swimming. [For complaints and disciplinary procedures, for example, we will use your personal information to investigate your complaint, to suspend membership or take disciplinary action, etc.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [brechinbeavers@gmail.com](mailto:brechinbeavers@gmail.com)

If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

#### **Participants personal data:**

When you book a place with us for and attend a coaching course, competition, event, training course, we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition or event.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

#### **Volunteers personal data:**

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [insert details]. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

#### **Why we need your personal information – our legal obligations**

We are under a legal obligation to process certain personal information relating to our [members, volunteers, participants, athletes, etc.] for the purposes of complying with our obligations under:

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our sportscotland regulatory requirements to [insert details of how personal data is processed to comply with these obligations];
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

#### **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

#### **Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Swimming for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

### **SGB members personal data**

As an affiliated club of Scottish Swimming we are required to ensure all of our members are members of Scottish Swimming as a condition of our affiliation.

We will share names, addresses, membership number, contact details with Scottish Swimming who will become a controller of your personal information when they receive it. Scottish Swimmings privacy notice explains how they use your personal information and can be accessed here [Scottish Swimming Privacy Notice](#)

### **Athletes' / Participants' personal data**

We publish the results of our competitions on our website and facebook. This includes competitors' name and result.

### **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the UK / EU], and is accessed by our president, membership secretary, secretary, treasurer, head coach and learn to swim co-ordinator for the purposes set out above.

We are required to transfer your personal information outwith the EU for the purposes of [insert details – for example, entering athletes into competitions, booking travel arrangements for training camps, etc.]. Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

### **How long we keep your personal information**

#### **Members personal data**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 1 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Swimming Club and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Brechin Beavers Swimming Club.

### **Your rights**

You can exercise any of the following rights by writing to us at [insert address / email address][ or by logging on to your account at [insert details].

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;

- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Brechin Beavers Swimming Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)