

CITY OF CARDIFF SWIMMING CLUB | GDPR Privacy Policy

At City of Cardiff Swimming Club, we hold personal data regarding to swimmers, parents, guardians, coaches and volunteers. We want to make sure all the personal information we have collected about you is safe and secure whether we collect it through our website or from other sources. This Policy set out our commitments to you, in compliance with and beyond the General Data Protection Regulation (GDPR) and explains how we collect, store and use your personal information.

This data is necessary to allow the club to communicate, contact in an emergency, enrol with Swim Wales & enter swimmers into galas.

The data that we will ask you for includes the contact details of the swimmer, parent, volunteer, or member of staff, including name, address, phone number(s), email address, equality information, membership category, medical information, bank details for Direct Debits. If the member is under 18 the contact details provided should be those of a parent / guardian.

If you do not provide us with this data, or do not consent to us holding this data, it may affect our ability to provide you with the services expected.

When do we Collect This Data?

The initial data collection is made when you apply to join City of Cardiff Swimming Club. Data is updated when you advise us of any change in details, e.g. change of address, phone number.

Data on swimmers' performance at swimming galas is recorded, and swimmers' personal best times are updated on our Swim Manager database.

Where do we keep this data?

Personal details and data are stored within our copy of Swim Manager a software application used to maintain a record of swimmers' personal information, best times, and used to enter swimming galas. Swim Manager is password protected.

Authorised CoCardiff data users (e.g. Class Managers) also maintain password protected contact lists.

Personal data is required to register members with Swim Wales. Swim Wales along with British Swimming maintain a database of swimmer's details, their swimming performances and rankings.

You can check what information is held about you & your swimmer by visiting

<https://www.swimmingmembers.org/>

Who Uses this Data?

Within the swimming club there are several 'data users' e.g. membership co-ordinator, meet processors, treasurer etc.

In order to register you or your swimmer with Swim Wales we also need to provide them with your personal details.

Your Rights

You have a right to ask to see the data that we hold about you. If the data is inaccurate or incomplete you have the right to ask for the data to be amended or deleted.

You have the right to take your data with you when you leave (Data portability), e.g. if leaving to join another club you may ask for a copy of your PBs.

You have the right to ask for data erasure, for example when you leave the club. The club plans on keeping data for a period of 6 months before erasure, in case for example you want to ask for a list of PBs or if we need to remind you to cancel direct debits etc.

You have the right to object to your data being used for marketing. CoCardiff do not provide your data to third parties, except for our National Governing Body (Swim Wales) where we are obliged to. Swim Wales do on occasion share your details with third parties, but you may opt out of this by editing the 'preferences' section on the Swim Wales membership website
<https://www.swimmingmembers.org/>

When registering you or your swimmer with Swim Wales the default that the club uses is to opt out.

Consent

The new regulations require City of Cardiff Swimming Club to obtain positive consent from you to hold and process this data. We do this by asking you to complete a GDPR Consent form. You may withdraw consent at any time.

A copy of this Privacy Policy will be amended periodically. You will be notified via e-mail whenever the policy is amended.