**Privacy Notice**

Leek ASC (the club) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Leek ASC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

**What personal data we hold on you**

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the club. The information you give us may include your name, date of birth, address, e-mail address, phone number and gender (Swimming Data). We may also ask for relevant health information, or other data which is classed as special category personal data.

**Why we need your personal data**

The reason we need your Swimming Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

**For training and competition entry**

* sharing personal data with club coaches or officials to administer training sessions;
* sharing personal data with club team managers to enter events;
* sharing personal data with Swim England, West Midland Swimming and Staffordshire ASA and other competition providers for entry in events.

**For funding and reporting purposes**

* sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
* analysing anonymised data to monitor club trends.

**For membership and club management**

* processing of membership forms and payments;
* sharing data with committee members to provide information about club activities, membership renewals or invitations to social events;
* club newsletters promoting club activity; and
* publishing of race and competition results.

**Marketing and communications (where separate consent is provided)**

* sending information about promotions and offers from sponsors;
* sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches, to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. any non-member participant who fills in a health disclaimer or form at a taster event. This information will be stored for four weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has a Facebook social media page. All members are free to join this page. If you join, please note that the provider of the social media platform has its own privacy policies and that the club does not accept any responsibility or liability for these policies.  Please check these policies before you submit any personal data on the club social media pages.

**Who we share your personal data with**

When you become a member of the club, you will need to register as a member of Swim England. We will provide Swim England with your Swimming Data which they will use for maintaining records. Details of your achievements in events will be included on the British Swimming website and these will be available to the general public. This data will include year of birth. If you do not want your details to be visible in this way you can block them by updating your data protection choices via the online membership system at [www.swimmingmembers.org](http://www.swimmingmembers.org). Alternatively, you may contact the membership secretary with your request to “hide your details.”

Important Notice: If you do choose to hide your details, they will not be visible on the Rankings Database which may affect your ability to enter events.

If you have any questions about the continuing privacy of your personal data when it is shared with Swim England, please contact legal@swimming.org.

The Club does not supply any personal data it holds for this purpose to any other third party.

The Club does not store or transfer your personal data outside of the UK.

**How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member’s account. Your data is not processed for any further purposes other than those detailed in this policy.

**Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the club. If you choose not to share your personal data with us we may not be able to register or administer your membership.