

Falkirk Otter Amateur Swimming Club

Privacy Notice

Background

Falkirk Otter ASC (the “Club”) is a competitive, not-for-profit swimming club run by a group of coaches and a committee formed from parent volunteers. The Club is based in Falkirk, Scotland and provides coaching for young swimmers from the age of 6 upwards from Falkirk and the surrounding area. The Club is affiliated to Scottish Swimming which is the National Governing Body for Swimming, Diving, Open Water, Synchronised Swimming and Water Polo in Scotland.

The purpose of this privacy notice is to provide you with information on how the Club, governed by its Constitution and Bye-Laws collects and uses your personal data outlined below, the conditions under which we may disclose it to others and how we keep it secure.

The Club takes the protection of the data that we hold about all of our members (as defined in the Club’s Constitution (and Bye-Laws insofar as these may exist) and hereinafter referred to as “Member(s)”) seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

COVID-19 Update:

As a result of the worldwide Coronavirus pandemic, we may need to record information regarding whether you are displaying from any symptoms of COVID-19, have been in recent contact with anyone who has tested positive or is displaying symptoms of COVID-19, have any underlying health conditions or have, or are in close contact with anyone who has, been advised to shield. This information would be required to ensure the safety of members attending Falkirk Otter ASC.

What we need

The Club will be a “controller” of the personal information that you provide to us in your membership forms and renewal forms unless otherwise stated.

When you register as a member of the Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18) through Scottish Swimming’s online portal Azolve, we will ask you for the following personal information:

- Swimmer Members’ Details – first name, surname, address, date of birth, gender, Scottish Swimming identification number, e-mail address (for children this is the parent email address); parent/s name and home and mobile contact numbers, address and e-mail; and name of athlete’s parent volunteer and any second parent volunteer;
- Swimmer Medical Information - Doctor’s name and address; name, address and contact number of emergency contacts, dietary requirements and food allergies, medical conditions requiring treatment and details of medication, anything else we should know about the Swimmer (e.g. physical or learning disability). This data is held with the explicit consent of the swimmer/swimmer member’s parent.

- We may occasionally request payment details from paid coaches or to pay expenses or where refunds to members are required. This information includes bank account number and sort code.

Volunteers' personal data:

When you volunteer with Falkirk Otter ASC, we will ask you for the following personal information:

- Volunteer Roles – names of parent volunteers, contact telephone, e-mail address;
- Participation/Role details – for example, committee, poolside helper, Swimming Technical Official etc;
- PVG membership information and confirmation of completed PVGs; qualifications gained and/or courses undertaken;

For Members who provide coaching services to the Club, we will store and use the personal information which you provided to us and may ask you for additional personal information during the period in which you provide coaching services to the Club which shall be collected, stored and used in accordance with this Privacy Notice.

Information we may collect about you in relation to COVID-19:

We may collect data from you in relation to COVID-19:

- From a return to water self declaration and/or a regular health check survey – detailing whether you have symptoms of COVID-19, if you have come into contact with someone with COVID-19, history of having COVID-19, and underlying health conditions.
- Should you report contracting COVID-19 through to the COVID Officer or Club Committee Member.

Why we need your personal information – contractual purposes

We need to collect our members' and volunteers' personal information so that we can manage your membership and involvement in the Club. We will use personal information collected to:

- provide you with core member services, including insurance, licensing, registering with our governing body (Scottish Swimming), and PVG checks (as required);
- set up your membership account and administer your account, and to facilitate the payment of annual subscription fees and competition/meet entry fees;
- send you membership communications by post or email in relation to essential membership services, including but not limited to meeting notices, Annual General Meetings, voting rights in terms of our constitution and Bye-Laws, membership renewals, membership fees' information, information on membership benefits, details of squad training and forthcoming competitions/events, requests for parental assistance etc.;
- to honour confirmed entries for swim meets and competitions and bookings for coaching and training courses to enable you to participate in the meet, competition, event or course; and

- to organise club activities, ensure child protection and to manage risk and safety at training, meets, competitions, events, trips and training camps.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits or affect our ability to book places at meets, competitions, events, or training courses.

Why we need your personal information – legitimate purposes

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

- promote and encourage participation in the sport of swimming by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, subject to the terms of the Scottish Swimming Child Protection Policy, and your personal information may also be used in images captured from our competitions and events, which we use for promotional and/or journalistic, education and development purposes if you have given your consent for us to do so;
- provide competition in the sport of swimming by accepting and managing entries for our own Club competitions and competitions organised by other Clubs or organisations. We will check your personal information to ensure you are entered into the correct category. This extends to swimmer event times with name, age, category and result. Results from competitions get published on Swim Scotland's website. Information is also sent to Scottish Swimming, rankings, meet mobile and the West District's website.
- monitor and develop participation in the sport of swimming by monitoring members' engagement and participation through records of attendance at training sessions and competitions, and by inviting our members to participate in surveys for researching and development purposes. All data collated from any such surveys will be anonymised;
- invite our members and their guests to our annual awards ceremony;
- develop and maintain our parent volunteer/coach/members' qualifications enabling them to carry out specific roles on behalf of the Club, including sending email communications to you to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements. If you do not provide us with all of the Personal Data that we need to collect then this may affect our ability to secure your place on training courses and your ability to volunteer on behalf of the Club;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of swimming. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action where appropriate; and
- to keep Members advised of Club results, activities, events, fundraising and general information by email, subject always to your right to stop receiving these communications by contacting falkirkottersecretary@gmail.com.

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 falkirkottersecretary@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.

Additional Note - 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 falkirkottersecretary@gmail.com. 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 – 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; and
- our sportscotland regulatory requirements to provide information relating to participation levels, provided that any individual is not identified from such information

Why we need your personal information – Health Information relating to COVID-19

Our lawful basis for processing health information relating to COVID-19 is:

- to protect your vital interests; and/or
- for the legitimate interests of members attending Falkirk Otter ASC to ensure individuals' safety and prevent the spread of the virus.

As health information falls within the definition of "special categories of personal data" under applicable data protection legislation, we also need a special condition to process such information. We may need to process this health information:

- to protect your vital interests where you cannot consent;
- for reasons of public interest in the area of public health, including protecting against serious cross-border threats to health where we have a legal duty of confidentiality to you; and/or
- with your explicit consent (if required).

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.

In addition to the above, we reserve the right to collate, process and disseminate any statistics based on an aggregation of data held by us provided that any individual is not identified from the resulting analysis and provided that the collation, processing and dissemination of such information is permitted by law.

Who we share your personal information with

We may disclose your Personal Data to third parties with whom we engage or contract in the conduct of our business. For example, for active competitive swimming members, your basic information (name, gender, age, results and which club you are a member of) is shared with organisers of external meets, who then share this information with users of their website.

The basic information may also be uploaded to the following organisations/sites:

- British Swimming for British Swimming Results (whose privacy policy can be found here <https://www.swimmingresults.org/>);
- Swim Scotland which promotes results and meet information: (<https://swimscotland.co.uk/>);
- Scottish Amateur Swimming Association Limited (t/a Scottish Swimming) (whose privacy policy can be viewed here <https://www.scottishswimming.com/privacy-policy.aspx>); and
- Active Network who operate Hytek Team Manager, provide Meet Manager software for the running of swimming meets and Meet Mobile for upload of results (whose privacy policy can be found here: <http://www.activenetwork.com/information/privacy-policy>).

If your personal information is included in any images or videos taken by us at our training, competitions and events, we may share this for promotional and/or journalistic purposes. We may include your photo on our website, Facebook page, and for promotional and/or journalistic purposes, subject always to your right to request that we do not do so by contacting us as falkirkottersecretary@gmail.com

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 share anonymised Personal Data with Sportscotland or Scottish Swimming for the purposes of monitoring participation in the sport of swimming.

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

In the event that 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.

As an affiliated club of Scottish Swimming, we are required to ensure that all of our members are members of Scottish Swimming as a condition of our affiliation. We will share your name and membership number, results and ranking with Scottish Swimming who will become a controller of your personal information when they receive it. Scottish Swimming's privacy notice explains how they use your personal information and can be accessed here:

<https://www.scottishswimming.com/privacy-policy.aspx>

We may publish the results of competitions, meets or events on our website and Facebook page. This includes competitors' name, age, result.

Who we share your personal data with – COVID-19

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with public health obligations. In the event that we do share personal information with third parties, we will only share such personal information as is 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.

Where a case of COVID-19 is recorded within the club, your personal information will not be shared with other members directly, however members will be advised that a case has occurred, whilst keeping personal information anonymous as far as possible.

How we protect your personal information

Personal information and data is held either in a locked filing cabinet or on secure personal or club laptops of coaches or restricted committee members within the Club. All Club personal data is stored on the Hytek Team Manager system. The Club also holds an Office 365 account with access to OneDrive where there is restricted committee member access to hold and share files.

How long we keep your personal information

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 year.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of the Club and for how long.

How long will we store COVID-19 specific data?

We will only keep your personal information for as long as necessary in line with legal obligations – laws or regulation may set a minimum period for which we have to keep your personal information.

Your rights

You can exercise any of the following rights by writing to us at falkirkottersecretary@gmail.com

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 the 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

This Privacy Notice was last updated on 12 September 2020.