

Privacy Policy May 2018

As you know there new regulations came into effect on **25th May 2018** concerning the use of personal data. (General Data Protection Regulations). Lothian racers now requires to get your consent to hold information about the swimmers and to inform you how that information is used.

What information we need

I am sure you are aware the club holds data on each swimmer:

Name,
Date of Birth,
Address,
Contact telephone number
e mail contact address,
names of parents
personal swimming times.

We also hold any health issues that we need to know in order to keep the swimmers safe in the water and to respond appropriately if a swimmer is taken unwell.

Why we need this personal contact information

Contact details are used in order to pass information on concerning club activities, this includes training times, information about galas,

Date of birth is usually requested on Gala entry forms which we complete on your behalf.

We do not share any of this information unless we have previously asked your permission and told you the reason for using that data.

Why we need the personal health information

We only ask for health information which is relevant to the activity of the swimmer in the water. We are responsible for keeping the swimmers safe while they are in the water and need to know the appropriate medical response in helping a swimmer with any medical issues.

How we protect your personal information

This data is held electronically, by our secretary. This data is only shared with myself and with our other coaches (when relevant).

How long we keep this personal information

Your personal information is deleted once you are no longer a member of the Lothian racers

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
- 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;
- if you wish us to delete your personal information, you may request that we do so.

The club often receives details of other sporting events e.g sports trial days, gala opportunities we now also need your permission to pass this information onto you via your e mail address.

The club can be fined for not getting your permission so I would be very grateful if you would let me have your permission (via e mail) for us to hold this data and to forward details of other sporting events of interest. If you are at all unhappy about giving us this consent, I would be grateful if you would speak with me

Jacky Yirrell

