



Suffolk Coastal Torpedoes

Water Polo Club

Affiliated to Swim England

Website - <http://www.sc-torpedoes.co.uk/>



PRIVACY NOTICE FOR OUR MEMBERS.

Suffolk Coastal Torpedoes Water Polo Club (SCTWPC) is committed to being transparent About how we collect and use your personal information. This notice explains how we may use personal information we collect before, during and after your membership with us. It applies to you if you have registered to become or are a member of our club and explains how we comply with the law on data protection and what your rights are. For the purposes of data protection SCTWPC the data controller of your personal information.

References to we, our or us in this privacy notice are to SCTWPC.

The person responsible for Data Protection Compliance who has overall responsibility for data protection compliance is the Chair of SCTWPC. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

What Personal Information do we collect?

As part of your membership with us we may obtain personal information about you. This includes:

- personal contact details including name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- emergency contact details;
- interactions with us, such as emails;
- bank details and other payment details and details financial transactions with you;
- SWIM ENGLAND number
- photo and video consent records;
- acceptance of codes of conduct;
- images in video and/or photographic form consent;
- information regarding complaints or concerns raised by you.
- We may also collect the following "special categories" of more sensitive personal information:
 - medical condition to ensure the health and wellbeing of members;
 - disability to enable reasonable adjustments
 - criminal records information about you if you volunteer in certain roles, based on our legal obligations.

Personal information is held in paper records stored securely in filing systems and electronic records, including emails stored on password protected laptops used by club officials.

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How do we collect your personal information?

We collect personal information when you apply to become a member of the club or when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

If you are providing us with details of emergency contacts, they have a right to know and to be aware personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with them. They also have the same rights as set out in the “Your rights” section below.

Why do we need to process your personal information?

We collect and store your personal information to administer your membership of the club and enable you to participate in training and events provided by us and the county, regional and national bodies for water polo. The principal reasons for processing your data are:

- Legal - to fulfil legal obligations for health and safety, insurance, and child protection purposes.
- Contractual - to allow us to provide the members services associated with the running of the club and its activities. such as requests for payments, registers, and fees for events.
- Legitimate Interest - to send information on activities and events which have been arranged as part of membership.
- How do we use your information?
- We use your information in the following ways as part of managing your membership and participation in the club:
 - To process your membership application to Swim England
 - To process competition entries
 - For our own internal records
 - To contact you in response to an enquiry or in an emergency
 - To invite you to participate in events or confirm selection at county events
 - To advise you of club activities and events via email, telephone or mail
 - To meet legal obligations, or valid requests, including, reporting and investigations under the SWIM ENGLAND Wavepower Child safeguarding policy and procedures
 - To comply with Swim England “ClubMark” accreditation requirements

Why do we need to process your personal information?

We take the security of your data seriously and have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by officials of the club in the performance of their duties.

What happens if you don't provide your information?

If you do not provide us with the requested personal information, we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership.

Who has access to your personal information?

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We share personal information with the following parties:

- SCTXWPC coaches via registers.
- SCTXWPC committee members on a need-to-know basis, relevant to respective roles.
- Our Treasurer who processes club payments.
- The governing bodies and regional bodies for swimming and water polo: to allow proper administration, participation and selection on a county, regional and national level.
- Other swimming clubs where you submit entries to participate in competitions.
- The Government or our regulators: where required to do so by law or to assist with their investigations or initiatives.
- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.
- Any party approved by you.

The personal information we collect is not transferred to countries outside of the EEA.

How long do we keep your personal information?

We will hold your personal information for the duration of your membership and a further 12 months after your membership ceases. In some cases, personal information may be retained on a longer basis for legal purposes for 6 years after your last contact with us.

Exceptions to this rule are:

- Information collected as part of trials which will be deleted when you become a member.
- Records relating to safeguarding issues.
- Information that may be relevant to personal injury or safeguarding may be retained until the limitation period for those types of claims has expired.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. Email the membership secretary at membership@sc-torpedoes.co.uk

Your rights

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used.
- the right to access the personal information we hold about you.
- the right to request the correction of inaccurate personal information we hold about you.
- the right to request the erasure of your personal information in certain limited circumstances.
- the right to restrict processing of your personal information where certain requirements are met.
- the right to object to the processing of your personal information; and
- the right to object to certain automated decision-making processes using your personal information.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

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If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

Access requests

If you wish to access the personal information we hold about you identification will be required. Requests should be made to The Chair, SCTWPC by emailing chairperson@sc-torpedoes.co.uk. SCTWPC will accept the following forms of ID when information on your personal data is requested: A copy of your driving licence, passport, birth certificate, or utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required.

Contacting us

In the event of any query or complaint in connection with the information we hold about you, please email chairperson@sc-torpedoes.co.uk