

Durrington Otters ASC
c/o Durrington Swimming Pool
Recreation Road
Durrington
SP4 8HH

Privacy Notice

Durrington Otters ASC is committed to protecting personal data and respecting the rights of our **data subjects**; the people whose **personal data** we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

Under Data Protection legislation the Durrington Otters Committee are the Data Controller and the Club Secretary acts as our Data Protection Officer.

Why do we collect information?

We collect your personal data to help us:

- maintain our list of swimming members and regular attenders;
- provide coaching support for members;
- safeguard our members and volunteers;
- recruit, support and manage staff and volunteers;
- maintain our accounts and records;
- respond effectively to enquirers and handle any complaints;
- to ensure a covid-secure swimming environment and information for track and trace.

We use your information we hold to contact you and send you communications regarding our activities. We are committed to complying with the law regarding data sharing and we do not share your information with others except as described in this notice. We send information about our events and activities by email and on our website.

Storing your data

We hold data for varying lengths of time depending on the type of information and reason for keeping it. The data in question will always be kept in a manner which complies with the Data Protection legislation.

Who do we share you information with?

We share your membership and swim performance information with Swim England to manage your membership and with other clubs for Swimming events. We will only share your information with other clubs when you consent by joining a Swim Gala or League event. Financial records are kept of all transaction amounts in Excel and paper copy for 7 years for audit. Your bank details used to pay refunds or expenses to you are only retained on our bank account, not on any personal computers, and are deleted when you leave the club. Your medical information provided under our Covid-Secure protocols is retained by our Covid Officer and our Welfare officer only and is deleted within 3 months of you leaving the club. We will not share your information with any other third parties.

Requesting access to your personal data

Under Data Protection legislation you have the right to ask to see the information we hold about you. You also have the right to ask for information you believe to be incorrect to be rectified. To make a request to see your personal information contact durringtonotters@gmail.com. You also have the right to ask us to remove your details from our records at any stage. If you are concerned about the way your information is being handled please speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Contact: Data Protection Officer via durringtonotters@gmail.com