

Forres Bluefins Swimming Club



Privacy Policy

Forres Bluefins Swimming Club is an amateur swimming club run by our committee and qualified coaches, who work on an entirely volunteer basis. We are affiliated with the Scottish Amateur Swimming Association (SASA).

Forres Bluefins Swimming Club will be a “controller” of the personal information that you provide to us, unless otherwise stated.

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

- contact details – name, address, email address, date of birth, emergency contact details, membership criteria / category – athlete, parent, volunteer, etc.;
- Medical conditions
- equality information – for example, disability, etc;

When you volunteer with Forres Bluefins Swimming Club, we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, emergency contact telephone number etc;
- participation details – for example, committee member, official, etc;
- equality information – for example, disability, etc;
- other information for example, PVG membership (if working poolside)

Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- provide you with core member services, including insurance, licensing and PVG Checks
- set up your online membership account with Scottish Swimming and administer on line
- send you membership communications by email in relation to essential membership services, including but not limited to, membership renewals, membership fees, information regarding upcoming galas and competitions, etc.



If you do not provide us with all the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

When you book a place with us to attend a course, competition, event, training course, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition, event, etc.

If you do not provide us with all the personal information that we need to collect, then this will affect our ability to book your place.

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 swimming by sending members communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events which we use for promotional, education and development purposes;
- provide competition in swimming by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- 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, or take disciplinary action where appropriate.
- 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 by email on membersec@forresbluefins.co.uk. 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.

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a check under the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG). 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.

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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 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 by email on membersec@forresbluefins.co.uk. 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, 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 can undertake regulated work with children and vulnerable adults;

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.

Who we share your personal information with

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

As an affiliated club of Scottish Amateur Swimming Association (SASA), we are required to ensure that all our members are members of SASA as a condition of affiliation.

We will share your name, address, e mail, DOB and contact telephone number with SASA, who will become a controller of your personal information when they receive it. SASA Privacy Notice explains how they use your personal information and can be accessed here:

www.scottishswimming.com/privacy-policy

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If you wish to compete in a Gala/Competition. We must share your name, DOB and PB with the Club Match Secretary of the hosting club via Hytek files to ensure you are entered correctly. We have a Data Processing Agreement in place for them to process your personal data on behalf of the Club.

We publish the results of our competitions on our website www.forresbluefins.co.uk and on our [facebook page](#). This includes competitor's name, age and result.

How we protect your personal information

Your personal information is stored on our Membership secretary's personal computer at home that is password protected. I also have original membership packs filed in a locked cupboard in my house and is accessed by membership secretary for the purposes set out above.

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 2 years**.

Your rights

You can exercise any of the following rights by writing to us at membersec@forresbluefins.co.uk

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 Forres Bluefins Swimming 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.