

Polehampton Swimming Association Privacy Notice

Polehampton Swimming Association are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Polehampton Swimming Association is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you sign up for membership by completing our membership application form. The information you give us may include your name, date of birth, address, e-mail address, phone number.

Why we need your personal data

The reason we need your data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the association. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For membership PSA management

- processing of membership forms and payments including claims for Gift Aid.
- sharing data with committee members to provide information about association activities, membership renewals or invitation to social events.

The association has a social media page on Facebook which all members are free to join. If you join the Facebook page on social media, please note that the provider of the social media platform has their own privacy policies and that the Polehampton Swimming Association do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the association social media pages.

Who we share your personal data with

Polehampton Swimming Association does not supply any personal data it holds to any other third party.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after two years of inactivity on that member's account, in line with our retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the association. If you choose not to share your personal data with us we may not be able to register or administer your membership.

Polehampton Swimming Association Data Retention Policy

Personal Data

We will hold your personal data on file for as long as you are a member with us. Data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after two years of inactivity on that member's account.

Accounting Records

We will hold accounting records (including records of Gift Aid payments) for a period of 6 years in accordance with HMRC guidance.

Data storage

These rules describe how and where data should be safely stored.

When data is **stored on paper**, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- When not required, the paper or files should be kept **in a locked drawer or filing cabinet**.
- Paper and printouts are **not left where unauthorised people could see them**.
- **Data printouts should be shredded** and disposed of securely when no longer required.

When data is **stored electronically**, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts:

- Data should be **protected by strong passwords** that are changed regularly and never shared.
- If data is **stored on removable media** (like a CD or USB), these should be kept locked away securely when not being used.

Addition to the Membership Application Form???

Polehampton Swimming Association takes the protection of the data that we hold about you as a member 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.

Please read the full privacy notice carefully to see how the association will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access.