



TEESDALE TIGER SHARKS ASC

PRIVACY AND DATA-PROTECTION POLICY

This document outlines:

- 1) What personal information Teesdale Tigersharks ASC (The Club), holds in relation to members and volunteers and staff.
- 2) How The Club and who in The Club stores and keeps private the information you have provided.
- 3) Why The Club needs this information.
- 4) What your rights are regarding the information held by The Club
- 5) What to do if you are not satisfied with how The Club managed your information

Our Information:

Teesdale Tiger Sharks ASC is a volunteer run club within the framework of Swim England (previously known as The Amateur Swimming Association) and therefore is bound by its requirements and stipulations in many facets of its operations including the secure and confidential management of any information The Club holds regarding members and (in the case of minors) their carers/parents.

The Club has a base at Teesdale Leisure Centre in Barnard Castle, where all the club organised swimming activities take place.

The Club can be contacted via:

-Website www.teesdaletigersharks.co.uk

-E-mail: info@tiger-sharks.co.uk

The Club Committee has formulated this policy in line with guidance provided by The Information Commissioner, a public body advising businesses and organisations about privacy and information governance.

What Personal Information will we hold?:

We will ask for the following information:

- Name and date of birth of the member
- E-mail address, home address and telephone contact details of the member or in the case of a minor of the parent/carer.
- Registration details with Swim England
- Medical details relating to the member that is relevant to the club's activity i.e. those details which outline (possible) special considerations/requirements during club activity or details which ensure that staff and volunteers can respond appropriately during health emergencies which may befall the member during club.
- Contact details of member's general practitioner
- Two emergency contact details for a person /persons other than the member.
- Bank details of person responsible for payment of club fees

This information will be obtained through use of forms on our website specifically designed for the club's purposes and the only information stored in the data base will be information which the member or their parent/carer provides.

The information provided by Swim England or the DBS service are exception to this.

For staff and volunteers only:

-Contact details: telephone, address and e-mail address

-DBS records

-Swim England registration number

-Records of certificates relating to aspects of activity in the club: coaching and life-guarding qualifications as example

-Bank details of persons who receive payment for services rendered to the club

How The Club hold the information who in The Club stores and keeps private the information you provide.

Information you provide :

-Will be transferred to The Club's secure and encrypted electronic data-base which is UK-held and managed by the Club secretary. There will be no paper documents involved nor will the committee or volunteers have any of the information you have provided in their own personal databases; except for the contact details required for the day-to-day operations of the club or to be able to respond to emergencies at sessions or swimming galas.

-Communications you receive on your e-mails will be by use of a hidden address system (BCC) so that your details will not be available to other members without your knowledge.

-Access to this information is available to the club committee and volunteer staff and coaches however the information that they access should be relevant to their role eg only Club Treasurer should access bank details of members or coaches will need access to emergency numbers or medical details.

-All committee members, coaches and volunteers have a duty to ensure that they access information only relevant to their role and they do not share this information with outside agencies or individuals e.g. one member wishing to contact another member should not be given these details

-To ensure transparency regarding access the Club Welfare Officer will have a signed record of the persons who access the Club database; which will also detail which information they are authorised to access.

Why The Club needs this information.

-The Club requires names and dates of birth to be able to accurately identify the member particularly in relation to a minor were for example situations of Safeguarding and Child Protection to occur

-Though the majority of communication with members and parents/carers, particularly in relation to club activities and news will take place via Facebook and the TTS website, the Club requires contact details as there will be situations whereby the committee members, coaches need to communicate specifically and privately with or in relation to a member.

-The medical information provided by the member or their parent/carer is required so that those staff dealing with the member during the activity can respond appropriately to their health needs but in particular in cases

of an urgent medical problem developing they can take appropriate action as also inform relevant professionals dealing with the situation.

-The emergency contact details are required to ensure the safety and welfare of the member can be ensured by involving the emergency contact as early as possible in situations requiring urgent intervention eg a medical emergency during sessions, a member leaving the session early or a member not being picked up after sessions.

-There can be situations whereby the Club welfare officer needs details relating to the member or the parent/carers when welfare or Child Protection issues arise, so that appropriate action can be taken or information regarding appropriate action is relayed to the member or parent/carer.

-The members or their parents/carers bank details are required, so that The Club can administer its finances in relation to fees as securely and effectively as possible. The treasurer will, due to their access to club accounts, have knowledge of these details and of payments made or outstanding.

For staff and volunteers only:

Contact details are required to communicate directly and efficiently with the committee and other staff/volunteers.

Swim England number and certificates are required to ensure that the club is providing activities that are both safe and properly supported by relevant training.

Access and holding DBS details and certificates is an important part of the measures the Club is required take, so that it can ensure that it operates according to the nationwide standards as set out for sports clubs in the UK, regarding safe-guarding and child protection .

What your rights are regarding the information held by The Club.

You have Right of Access: you have the right to have full disclosure regarding information held about the member or the parent/carer. You can ask –once you have seen the information- what the source of this information is.

You have the Right of Rectification: You can request that information which is held by the Club is amended and we recommend that you inform The Club of any changes to details. The Club will on an annual basis ask you to review the information held and help us update the information so that it remains accurate and relevant to the operations of The Club.

You have the Right of Erasure: You can ask for information that the club holds to be removed. It needs to be borne in mind that there is a minimum amount of information required so that The Club can effectively and safely interact with the member or their parent/carer.

We recommend those individuals that are no longer wishing to be members to actively ask for their information to be erased.

You have Right to Object to Processing: This would be the case, were the Club to use the information it holds for purposes other than outlined above and purposes related to the operations of The Club.

You have Right of Portability: You can ask for information held to be transferred to another organisation specifying the details of the new organisation and which information you wish to have transferred.

If you wish to exercise any of the above Rights you will need to contact the Club secretary and you will receive a full response within 1 month.

What to do if you are not satisfied with how The Club managed your information:

Contact the club secretary.

Contact Club Chairman

External Complaints contact: Information Commissioners Office (ICO) on gov.uk , this is the main body for data protection.

Wico van Mourik 08 10 2020

Club Chair