

What we need

Blantyre Amateur Swim Club

Blantyre Amateur Swim Club is affiliated with Scottish Swimming and British Swimming.

Blantyre Amateur Swim Club will be a “controller” of the personal information that you provide to us in our forms / through our website, (Blantyre-asc.co.uk, blantyreswimmingclub.com) [unless otherwise stated].

When you register as a member of Blantyre Amateur Swim 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:

Members personal data:

- Contact Details– name, address, email address, date of birth, etc.
- membership criteria / category – for example, athlete, parent, volunteer, etc.
- payment details – bank account number, sort code, card details, etc.
- participation details – for example, parent, athlete, etc. and
- equality information – for example, disability,
- Any other personal information etc. PVG membership, IP address, medical notes, etc.

– Volunteers’ personal data:

When you volunteer with [insert name of club], we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, etc.
- participation details – for example, parent, committee, etc.
- equality information – for example, disability, etc. and
- Any other personal information, for example, PVG membership, IP address, Medical notes, etc.

Why we need your personal information – contractual purposes

Members’ personal data:

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 and administer your account online: and
- send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and membership renewals, membership fees,’ information, etc. and
- not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

– Members' personal data:

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 swimming. re complaints and disciplinary procedures, for example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.; and

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 on baswimclub_susan@yahoo.com or baswimclub_debbie@yahoo.com. 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.

– Volunteers' personal data:

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

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 or not 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 on baswimclub_susan@yahoo.com or baswimclub_debbie@yahoo.com. 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, participants, athletes, etc.] for the purposes of complying with our obligations under:

- the [Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005] to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary; and
- We are required to use our employees' personal information relating to your Health, racial or ethnic origin, etc. for equality monitoring purposes as we work towards the Advanced Equality standard.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

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

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with sportscotland and Team Scotland/ Commonwealth Games Scotland/ British Swimming and other partners associated with Scottish Swimming for promotional and/or journalistic purposes.

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.

Blantyre Amateur Swim Club employs third party suppliers to provide services, including [IT, payroll, etc.]. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

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How we protect your personal information

Your personal information is stored on our manual/electronic filing system and our servers based in the UK , and is accessed by our staff / volunteers for the purposes set out above.

We are required to transfer your personal information outwith the EU for the purposes of entering athletes into competitions, booking travel arrangements for training camps, etc.]. Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

Members' personal data

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 two years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Blantyre Amateur Swim Club and for how long. We need to do this to comply with our employment law obligations or in the event of a claim against Blantyre Amateur Swim Club.

Your rights

You can exercise any of the following rights by writing to us at Blantyre ASC, 34 Holmswood Avenue Blantyre, Glasgow, G72 9EL or email baswimclub_susan@yahoo.com /baswimclub_debbie@yahoo.com, or by logging on to your account at www.blantyre-asc.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 Blantyre Amateur Swim 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