

## **DASC Privacy Policy**

This Policy explains when and why we collect personal information about people who become members of our club, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@dunbarasc.org](mailto:info@dunbarasc.org).

### **Who are we?**

We're Dunbar Amateur Swimming Club, a children's swimming club based in Dunbar, East Lothian.

### **How do we collect information from you?**

When your child joins the club we ask you to complete a membership form. You may also be asked to provide additional information to allow your child to participate in events we run throughout the year.

If you volunteer with us you may also be asked to complete a PVG form so we can carry out checks on your suitability to work with children.

### **What type of information is collected from you?**

The personal information we collect includes information on your child. For example, their name, date of birth, gender, and any medical conditions. We also ask for information on their parent or guardian, such as their name, address, contact numbers, email address and emergency contacts. We also store records of swimming times for our swimmers.

The PVG form asks you to provide personal information so Disclosure Scotland can carry out background checks. You will also be required to provide us with identification.

### **How is your information used?**

We use your information to:

- create a personal record on our membership database
- ensure our poolside team are aware of any relevant medical conditions
- send out entry forms and information on events
- send out our parent rota each month
- keep you up to date with what's happening at the club via newsletters and email
- allocate your child to the right swimming category for any events we run
- seek your views or comments on the services we provide
- notify you of changes to our services
- obtain a PVG certificate so you can volunteer with us

We will hold your personal information on our systems for as long as you volunteer with the club or, in the case of your child's data, as long as they are a member of the club. Data will be removed within 6 months of a member leaving.

### **Who has access to your information?**

We will not share your information with any third parties for marketing purposes.

### **Third Party Service Providers working on our behalf:**

We may pass your information to our third party service providers for the purposes of completing tasks and providing services to you on our behalf (for example to print competition entry forms or place merchandise orders).

However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service.

### **Your choices**

It's important that we can keep you up to date with information pertinent to the club.

If you do not want to receive this information then you can tick the relevant boxes on the membership form when you first join the club.

We also conduct an annual personal details check when the club returns after the summer holiday and this form also gives you the option to update your preferences.

You can change your preferences at any time by contacting us by email: [info@dunbarasc.org](mailto:info@dunbarasc.org).

### **How to access and update your information**

The accuracy of your information is important to us. If you change address, or any of the other information we hold is inaccurate or out of date, please email us at: [info@dunbarasc.org](mailto:info@dunbarasc.org).

You have the right to ask for a copy of the information we hold about you.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely.

Any sensitive information is handled and shared only with those people who need to see it. For instance, the medical information you provide us with is

shared with our Chairperson, Membership Secretary, Coaching Team and Lifeguarding Team.

Your membership record is stored on a database that is password protected and only accessible by our membership secretary, chairperson and treasurer.

Your PVG application is only seen by our Child Protection Officer.

### **Use of 'cookies'**

Like many other websites, our website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

### **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018.