



Glenrothes Amateur Swimming Club (G.A.S.C) will be a “controller” of the personal information that you provide to us in this form / through this website, etc.

Members’/ Volunteers personal data:

When you register as a member of Glenrothes Amateur Swimming Club (G.A.S.C) or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16) we will ask you for the following personal information:

- contact details– name, address, email address, contact number, date of birth;
- membership criteria / category –Swimmer, Volunteer, Committee, Technical official, Coach;
- equality information – disability,, gender;
- PVG membership;

Why we need your personal information – contractual purposes

Option 1 – 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, club membership;
- set up your online membership account and administer your account online;
- send you membership communications by email, closed Facebook and text messages in relation to essential membership services, including but not limited to, General meeting notices, Membership renewals, Membership fees’ information, Annual Forms, Squad Fees, Teaching Block Fees, Gala Information, Gala Results, Club Presentation Evenings;

If you do 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.

Option 2 – Participants’ personal data:

When you book a place with us for and attend a coaching 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;

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

Why we need your personal information – legitimate purposes

Option 1 – 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, names and personal best times posted on to the public swimming webpage and public notice board, situated within Michael Woods, names of club record holders posted on to the public webpage and public notice board situated within Michael Woods;
- 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;
- invite our members as guests to our Club Trophy Presentation Awards which includes invitations through closed Facebook page or email.
- 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. In the instance of a complaint: First bring the complaint to the attention of the swimmers coach. Send an email to swimglenrothes@hotmail.com. The complaint will be handled by the Complaint members committee and if needed The Child Protection officer. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc;

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 swimglenrothes@hotmail.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.

Option 2 – 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 swimglenrothes@hotmail.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 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];

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 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.

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.

Option 1 – Scottish Swimming members’ personal data

As a registered / a member / an affiliated club of Scottish Swimming we are required to ensure that all of our members are members of Scottish Swimming as a condition of our registration / membership / affiliation.

We will share :- name, address, date of birth, email address, contact telephone number, any disabilities with Scottish Swimming who will become a controller of your personal information when they receive it. Scottish Swimming’s privacy notice explains how they use your personal information and can be accessed here www.scottishswimming.com/privacy-policy.aspx

Option 2 – Athletes’ / Participants’ personal data

We publish the results of our competitions on our website. This includes competitors’ name, age, result. We will also post gala results on the closed face book page, occasional newspaper articles, public webpage and public notice board situated within Michael Woods;

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK. Encrypted club laptop & pen drive, locked secure filing cabinet this 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 - for example, 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

Option 1 - Members' personal data

We will only keep your personal information for as long as necessary to provide you with membership services. If you do not renew on renewal dates we will delete your personal information.

Option 2 – Athletes' personal data

We keep our athletes' personal information for the duration of membership of the Club G.A.S.C

Your rights

You can exercise any of the following rights by writing to us at swimglenrothes@hotmail.com or by logging on to your account at www.scottishswimming.com/membership.aspx

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 Glenrothes Amateur Swimming Club G.A.S.C 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

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