

Data Protection Notice

The Data protection Act 1998 sets out certain requirements for the protection of your personal information (i.e. information about you) against unauthorised use or disclosure. The Act also gives you certain rights.

By being a member of Retford Swimming Club you agree to your personal information (including sensitive data) being made available to a limited number of Retford Swimming Club officials, subject always to compliance with Data protection legislation.

The information you provide to the Club, and any other information obtained or provided during the course of your membership, will be used solely for the purpose of processing your application, maintaining records, and dealing with you as a member of Retford Swimming Club.

If you cease to be a member you must inform us immediately, then the information will not be held for longer than necessary, after which it will be destroyed. Electronic data will be held for 6 months, Membership Forms and any other printed forms will be held for a maximum of 6 years, from the date of you leaving the Club.

You agree to keep Retford Swimming Club informed of any changes to your personal information.

Retford Swimming Club will:-

- Ensure that all records are kept securely and up to date, locked away, with password protected documents on computers
- Not give any contact details for any members to anyone outside of the Club
- Ensure that only nominated club officials have access to Personal Data, and understand how to comply with the Act
- Not disclose – written or verbal – any personal data to anyone other than the ASA or nominated Retford Swimming Club officials
- Ensure that all emails sent to more than one individual, unless to other members of the executive committee, the email addresses are blind copied
- Inform the ASA of any changes (e.g. address)
- Publication of your name/achievements/ image on our notice board, newsletters, and website or in the local press will be done only with your consent as per membership form
- Provide access to the ASA/British Swimming Data Protection Notice to all members via Retford Swimming Club website, also by paper copy available at Club desk

If you have any questions about the Data Protection Act and how it affects you, please contact any Member of the Club Executive Committee.