

## **Team Luton Swimming Club**

### **Privacy Notice – Website & General**

References to **the Club, we, our or us** in this privacy notice are to Team Luton Swimming Club. Glenda Mayes, Team Luton Chair [chair@teamluton.com](mailto:chair@teamluton.com) has overall responsibility for data protection compliance in the Club.

This notice explains how we use the personal data of people visiting our website, those who contact us about the Club and those swimmers undertaking a trial for membership to the Club. For the purposes of data protection, Team Luton is the data controller in respect of the personal data gathered under this notice.

We process basic data (name, email address, phone number) to allow us to answer enquiries made to the Club. If people undertake a trial swim assessment with the Club, we may process additional information in relation to skills assessment and age (for swimmers aged under 18 years). If individuals subsequently become a member of the Club, they will be provided with information regarding how we process their personal data in this regard.

If you are supplying personal data to us in relation to a swim meet run by us, we have a separate privacy notice explaining our processing of this data, see 'Privacy Notice - Swim Meets'.

#### **LAWFUL BASIS**

We rely on your consent to process personal data under this notice.

#### **COOKIES**

We use neither first party nor third party cookies on our website.

#### **WHO YOUR PERSONAL DATA MAY ADDITIONALLY BE SHARED WITH**

We do not share the personal data of visitors to our website, or those submitting enquiries to us or undertaking a swim trial assessment with us. Such personal data is not processed by us outside of the EEA.

#### **HOW LONG WE KEEP YOUR PERSONAL DATA FOR**

We will not keep data for longer than we believe is necessary; we will generally delete any personal data gathered under this notice within 3 months.

#### **YOUR RIGHTS IN RELATION TO PERSONAL DATA**

You have the following rights in relation to your personal data:

- to be informed about how your personal data is being used;
- to access the personal data we hold about you;
- to request the correction of inaccurate personal data we hold about you;
- to request the erasure of your personal data in certain limited circumstances;
- to restrict processing of your personal data where certain requirements are met;
- to object to the processing of your personal data;
- to request that we transfer elements of your data either to you or another service provider; and
- to object to certain automated decision-making processes using your personal data.

You should note that some of these rights may not apply to personal data processed by us.

To exercise any of the rights that apply in respect of the data processed by us, please contact [chair@teamluton.com](mailto:chair@teamluton.com) or [secretary@teamluton.com](mailto:secretary@teamluton.com).

If you are unhappy with the way we are using your personal data you can complain to the UK Information Commissioner's Office. However, we are here to help and encourage you to contact us to resolve your complaint in the first instance via [chair@teamluton.com](mailto:chair@teamluton.com).

#### **THIS NOTICE**

The legislation covering data protection is quite complex. We have tried to keep this document brief but nevertheless useful to you. We may update this privacy notice from time to time.

More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk>.