Team Luton Swimming Club

Privacy Notice – Swim Meets

References to **we**, **our** or **us** in this privacy notice are to Team Luton Swimming Club. Responsibility for compliance with data protection for our swim meets lies with the gala promoter, who can be contacted via galas@teamluton.com.

This notice applies to you if you are supplying personal data to us in relation to a swim meet run by us, notably as (but not limited to) a competitor, as an official or as a coach/team manager requiring a poolside pass. This notice explains how we comply with the law on data protection and what your rights are. For the purposes of data protection, Team Luton is the data controller in respect of the personal data we gather and process about you in relation to a swim meet. Personal data may be processed prior to, during, or after a meet.

LAWFUL BASIS

We rely on the basis of a data subject's consent to process personal data under this notice. In corresponding with us, or in submitting applications to us, consent is given to process the details provided. Where the personal data of competitors, officials and coaches/team managers have been passed to us by a swim club rather than by the individuals themselves, we rely on the swim club to ensure that consent has been obtained. If required, the swim club should be able to provide evidence to us that such consent has been given.

1. **COMPETITORS**

To comply with our licencing obligations to manage the swim meet, we require the following personal data from competitors: name, date of birth, Swim England membership number and sport class classification (for disability swimmers). We will also require the name of your swim club and swim times for the events you wish to enter; this is not regarded as personal data. We use your personal data to:

- Process your entry into the event;
- Produce the rejected and accepted entries list, for this we use automated decision making based on your entry times. This is overseen by the gala promoter to ensure proper processing;
- Produce the meet programme;
- Manage the meet on the day – production of heat lists, announcing, notification of results, dealing with any issues pertaining to you as a competitor at the meet;
- Provide the lead referee with biographical details of swim class classification for reasonable adjustments and for assessing exceptions to rule infractions;
- For submitting results to www.swimmingresults.org as required for results and rankings.

You have the right to withdraw your consent at any time, however withdrawal of consent may prevent your participation in the swim meet.

2. OFFICIALS

To comply with our licencing obligations to manage the swim meet, we require the following personal data from technical officials: name, British Swimming number and your email address. We also request other information that is not personal data, namely confirmation of your officiating qualification, the name of your club and any dietary requests for food supplied to you in consideration of your officiating duties. We use your personal data to:

- Send communications to you about the meet;
- Create session sheets for appropriate allocation of duties and to register attendance;
- Manage the meet on the day with the lead referee, including announcing of key/senior officials.

You have the right to withdraw your consent at any time, however withdrawal of consent may prevent your ability to officiate at the swim meet.

3. COACH/TEAM MANAGER

To comply with our licencing obligations to manage the swim meet, we require the names of coaches/team managers who wish to purchase poolside passes. This is personal data. We also request the name of your club, which is non-personal data. We use your personal data to:

- Produce poolside passes and compile coaches packs.

You have the right to withdraw your consent at any time, however withdrawal of consent may prevent your ability to obtain a poolside pass and to be on poolside at the swim meet.

WHO YOUR PERSONAL DATA MAY ADDITIONALLY BE SHARED WITH

In addition to the circumstances already noted above, we may share certain personal data with the following external parties:

- SPORTSYSTEMS, cloud-based meet management software;
- The printers of our meet programme;
- Emergency services in the event of a medical emergency or a potentially criminal matter.

We seek to limit the personal data we share with others and as such will not share data other than when necessary.

We do not process your personal data 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 delete hard copy documentation 3 months after the swim event. Electronic copies will be deleted within 12 months of the swim event. Results and swim times held on www.swimmingresults.org will be retained in accordance with British Swimming's data policies.

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 galas@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 galas@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.