



DORSET COUNTY ASA

PRIVACY NOTICE

As part of the changes in legislation under the General Data Protection Regulation (GDPR), we want to reassure you that we value privacy and are committed to protecting your personal data and your privacy by informing you about the way we collect, store, process, share and protect personal data entrusted to Dorset County ASA.

What personal information does Dorset County ASA collect?

The Association collects and/or processes the following personal information from our affiliated clubs and members:

- Athlete swimmer name, date of birth, gender, contact details, medical information (if relevant and only with consent), emergency contacts and competition results, together with any additional information about an athlete submitted by the athlete or, in the case of a minor, the parent or legal guardian.
- Parent/legal guardian name and contact details, such as address, email and phone number for athletes under the age of 18 years of age.
- Teacher/coach name, date of birth, gender, contact details and medical information (if relevant and only with consent) when required for participation in an activity organised by the Association.
- Affiliated club members name, date of birth, gender, contact details and medical information (if relevant and only with consent) when required for participation in an activity organised by the Association or to provide other services requested by our affiliated clubs and members.
- Invoicing and payment data for clubs.
- Swim England registration data for athletes and the Association workforce.

How does Dorset County ASA use this personal information?

The Association uses this information for the following purposes:

- To promote and manage the development of swimming and swimming related activities for the aquatic disciplines within the County of Dorset for which the Association is responsible.
- To facilitate the management of events and activities organised by the Association, or provide other services requested by our affiliated clubs and members.
- To allow athletes, teachers, coaches and affiliated club members to register for and participate in events and activities organised by the Association.
- For internal record keeping.
- To comply with the registration and membership requirements of affiliated national and regional sports bodies.

Does Dorset County ASA share your personal information with third parties?

The Association will not share personal information without consent, except:

- Where it is necessary to share with a service provider for the purpose of participation in an event or activity organised by the Association or an affiliated body, or to provide services that an affiliated club or member has requested.
- Where Dorset County ASA has a legal obligation to disclose the information, to protect the legal rights of the Association or to prevent an illegal activity.

Who are the third parties with which personal information may be shared?

Third parties that will receive your personal information as appropriate to and solely for the purpose of processing data relevant to the event or activity in which you are participating or the service you have requested are as follows:

- Swim England
- Swim England South West
- Sports Coach UK

How long will personal information be held?

The Association will retain personal information as follows:

- Administration – retained for duration as relevant
- Finance – records retained for six years, other information for duration as relevant
- Disciplines – retained for duration of membership/participation
- Competitions – retained for a maximum of 12 months
- Development activity – retained for a maximum of 12 months
- Officials – retained for duration of participation

How will we dispose of personal information?

Personal information that is held on a computer will be electronically deleted and hard copies of personal information will be shredded.

Consent

By consenting to this privacy notice you give Dorset County ASA permission to process your personal data specifically and only for the purposes identified.

Consent is required for Dorset County ASA to process personal data and sensitive personal data but it must be explicitly given. Where we ask for sensitive personal data we will always tell you why and how the information will be used. The special categories of sensitive personal data relevant to Association events and activities are: Health information.

How to contact us

If you have any concerns about our privacy practices, your personal information or if you wish to file a complaint, you may contact us as follows:

- Online – at www.dorsetasa.org
- By email – County Secretary digibbs@talktalk.net
- By post – County Secretary, 22 Stibbs Way, Bransgore, Christchurch BH23 8HG.