

## Severn Vale Swimming Club (SVSC) Privacy Notice

This privacy policy sets out how SVSC will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

### What information do we collect?

SVSC will collect basic personal data about you and your family from your visitor registration, membership application or annual renewal form, which includes:

- Personal information (such as Name, Gender, Address, Telephone, Email)
- Communication preferences (digital or postal)
- Swim attendances

When you visit the SVSC website, we may automatically collect the following information:

- Technical information, including your external Internet Protocol (IP) address, your geographic location, browser type and version, browser plug-in types and versions, operating system and platform
- Information about your visit, including the source of your visit, the full click path, mouse movement, through our sites (including date and time); services you viewed, searches made on our sites, page response times, download errors, length of visits to certain pages, page interaction information (such as page scrolling, mouse clicks, mouse movements and keyed text), and methods used to browse away from the page. This information may be collected using a website recording service.

At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required to ensure our compliance with data protection legislation, specifically the General Data Protection Regulation (GDPR).

### Why we need your data

We need to know your basic personal data to:

- Administer your visitor registration or membership of SVSC
- Provide you with information on swims and to plan events
- Deliver newsletters and updates on SVSC activities, either digitally or by post
- Administer and develop SVSC activities

We will not collect any personal data from you we do not need.

### What we do with your data

For the purposes of administering SVSC membership, website access and swim attendance, all the personal data we hold may be processed within SVSC by members of the Committee and Door Duty persons. No 3rd parties will have access to your personal data unless the law allows them to do so. To ensure the information we hold is accurate and up to date, members need to inform SVSC of any changes to their personal information. You can do this by contacting the Secretary at any time. Email: [secretary@severnvalesc.org](mailto:secretary@severnvalesc.org)

### How you know what data we hold about you

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that SVSC holds on you, you can make this request by contacting the Secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

### How long we keep your data

We will keep all of your basic personal data whilst you are a member of SVSC and for a maximum of 10 years after your membership ends, after which time it will be destroyed. Some anonymous data may be kept for historical purposes, but this will not include your name, full address or contact details.

### What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office <https://ico.org.uk/>