

Jersey Long Distance Swimming Club

Privacy Notice for Members

We are committed to protecting your privacy. This notice explains how we collect and use personal information about you before, during and after your membership with Jersey Long Distance Swimming Club (the “Club”). It applies to anyone who has registered to become, or is, a member of the Club.

For the purposes of data protection law, the Club is the “controller” of your personal information.

References to “we”, “our” or “us” in this notice mean Jersey Long Distance Swimming Club.

Personal Information We May Collect

Depending on the type of membership you hold, we may collect and process the following information about you:

- Contact details (e.g. name, title, email address, telephone number)
 - Date of birth
 - Gender
 - Membership start and end dates
 - Records of communications with us (e.g. emails, calls and correspondence)
 - Payment details and transaction records
 - Disclosure & Barring Service (DBS) information, including identity and address verification documents
 - Records of attendance at Club events
 - Photographs and video recordings
 - Marketing preferences
 - Details of county membership
 - Competition results, event participation and performance records
 - Disciplinary and grievance records
 - Medical information and GP contact details
 - Details of any classification required to allow you to compete
 - Qualifications, courses and certificates
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Special Categories of Personal Information

We may collect and process “special category” personal data, including information about your health (such as medical conditions, injuries, sickness records and health professional information).

This data is processed on the basis of your explicit consent and is necessary to ensure your safety and appropriate participation in Club activities.

We may also process criminal records information where required for safeguarding purposes. This will be processed in accordance with legal obligations or with your explicit consent.

Where We Collect Your Information

We usually collect personal information when you:

- Apply to become a member
 - Renew your membership annually
 - Take part in Club activities, events, courses or competitions
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How We Use Your Information

We use your personal information for the following main purposes:

- To administer and manage your membership, including payments and enquiries
- To arrange and manage any services or products you purchase
- To send you information about swimming-related events
- To respond to your queries, complaints or grievances
- To manage your participation in Club events, courses and programmes
- To ensure your health, safety and fitness to participate in activities
- To fulfil safeguarding obligations for young people and vulnerable adults
- To analyse attendance and participation trends
- To promote the Club and its activities (using photos and videos with your consent)
- To retain records for legal, regulatory and administrative purposes

Our lawful bases for processing include performance of a contract, legitimate interests, legal obligations, and consent (where required).

Providing Your Information

Some personal information is required so that we can administer your membership, comply with legal obligations, and provide services to you. If you do not provide this information, we may not be able to admit you as a member or provide certain benefits.

Where processing is based on consent, you may withdraw your consent at any time by contacting us. This will not affect any processing carried out before your consent was withdrawn.

Disclosure of Your Personal Information

We may share your personal information with:

- Parties approved by you
- Relevant governing or regional sports bodies
- Service providers such as insurers, event organisers and payment processors

We only share information where necessary and appropriate.

How Long We Keep Your Information

We retain personal information only for as long as necessary for the purposes for which it was collected, including legal, regulatory and administrative reasons.

- Membership data is reviewed annually and normally retained only while membership is active
- Information relevant to personal injury or discrimination claims may be retained until the relevant limitation periods expire
- Swim records, results and observer reports may be retained indefinitely for historical purposes

Please let us know if your personal details change so we can keep our records accurate and up to date.

Your Rights

You have the right to:

- Be informed about how your personal information is used
- Access the personal information we hold about you
- Request correction of inaccurate information
- Request erasure of your information in certain circumstances
- Restrict processing in certain circumstances
- Object to processing
- Request transfer of your data to you or another provider (where applicable)
- Object to certain automated decision-making (we do not use automated decision-making)

Further information about your rights is available from the Jersey Office of the Information Commissioner:
<https://oicjersey.org/>

Security

We take appropriate physical, technical and organisational measures to protect your personal information against unauthorised access, loss or misuse.

Changes to This Notice

We may update this Privacy Notice from time to time. If we make material changes, we will update the version date and, where appropriate, notify you. Where required by law, we will seek your consent.

Contacting Us

If you have any questions or complaints about how we use your personal information, please contact the Club Secretary. If you are not satisfied with our response, you may complain to the Jersey Office of the Information Commissioner. We ask that you contact us first so we can try to resolve the issue.
