

Privacy policy

Data Protection & Privacy Policy

Satellite Swimming Club are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how Satellites Swimming Club will treat it.

For the purpose of the Data Protection Act 1998 (the Act), the Data Controller is the Satellite Swimming Club of Macclesfield Leisure Centre, Priory Lane, Macclesfield, Cheshire.

DATA PROTECTION REGISTRATION

We are a small, not for profit club, with a limited range of data processing activities. As such we are exempt from registration with the Information Commissioner's Office ("ICO"). Should this change, we will notify members and update our Privacy policy accordingly.

INFORMATION WE MAY COLLECT FROM YOU

We require this information in order to operate the club and provide the very best service to our members, including:

- Effective communication about upcoming events and changes to scheduled activities, such as the cancellation of training
- Contacting next of kin in the event of emergencies
- Coaches being fully informed of medical conditions of members when training or away at events
- Internal record keeping, e.g. volunteer qualifications

This includes information provided when:

- Registering for events
- Subscribing for membership
- Posting material
- Entering a competition (which may include medical information about you which is collected purely for the purpose of ensuring your health and safety when competing and which will not be transferred to any third party save as specifically authorised by you or in a medical emergency)
- Reporting a problem
- Providing payment details
- Emergency contact details
- Relevant medical information about the swimmer, volunteer or workforce
- Information about any relevant impairments that the swimmer or volunteer may have
- Details of transactions you carry out through us and of the fulfilment of any orders or requirements

OUR WEBSITE

Our website is set up to provide members and the public with relevant information about Satellite Swimming Club.

It includes details of recent achievements of our members and results and times of individual members from recent events. It does not contain any further personal data about the members. It is available generally on the world wide web. We do not have any part of the website that is secure to members only.

Our site may, from time to time, contain links to and from the websites of our partner networks, sponsors advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites

WHERE WE STORE YOUR PERSONAL DATA

Information you provide to us is stored securely with the exception of the information noted above which is available on the website.

If you believe that any information we are holding on the swimmer is incorrect or incomplete, please write to or email the address below. We will promptly correct any information found to be incorrect.

If you believe that information is being held about yourself without legitimate grounds, then you have the right to request this data to be deleted. Please do so by emailing the address below.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- To provide you with information, or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes
- To carry out our obligations arising from any contracts entered into between you and us
- To notify you about changes to our club, its membership or the services it provides and the events that it promotes
- Where any relevant medical conditions, physical or mental impairments are disclosed to ensure, in consultation with you, that these factors are taken in to consideration in relation to the swimmers training and other activities within the club. All such data shall be treated as sensitive data

DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to third parties: We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

ACCESS TO INFORMATION

The Act gives you the right to access information held about the swimmer. Your right of access can be exercised in accordance with the Act.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on the website and, where appropriate, notified to you by e-mail.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to our secretary at [**secretary@swimsatellites.co.uk**](mailto:secretary@swimsatellites.co.uk)