



GDPR Website Privacy Policy

At Borough of Kirklees Swimming Club, we're committed to protecting and respecting your privacy.

General Data Protection Regulations are a change to the Data Protection law, enforceable as of 25th May 2018 designed to give increased privacy rights and power to individuals whose data is being collected by organisations. GDPR requires that all data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

This Policy explains when and why we collect personal information about people who register with our club, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

When you register, you will be asked to give consent to this policy. If you wish to remove your consent, you can do so but this will result in removal of your details.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to dpo@bokswimmingclub.co.uk

The personal information we collect might include your

- Name
- Date of Birth
- Address
- Email address
- Telephone numbers
- Event and gala data
- Personal Best's and Record data
- Information relating to internal and external events

We also collect information from our mailing lists, for example who has read sent emails or clicked on a link. This information is removed after 12 months.

We may use your information to notify you via email of any updates to our website such as:

- BOK Shop
- Changes to training schedules
- Publishing event information
- Access to swim data and pb's or times stored on or published on the website
- When seeking your views or comments on the services we provide.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

The following people may see your data: Head Coach, Coaching Staff, Team Managers, Welfare Officer, Committee Members including Chair, Club Secretary, Competition Secretary, Membership Secretary, Finance Controller, SwimMark Co-ordinator. Named performance data is available on the website and Club notice boards.

We will not share, sell or rent your information to third parties for any purpose

You have a choice about whether you wish to receive information from us. All email messages will have an unsubscribe option. By unsubscribing you will not receive gala or club emails which may be relevant to you.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent.

If you leave the club and wish to have your details removed from our website then you can do so by sending an email from your registered email address to dpo@bokswimmingclub.co.uk. This will delete your account information, it will not remove any comments, forum posts or other interactions with BOK.

If you do not request deletion of your account after leaving, it will be removed via regular maintenance.

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you and will update you on system changes in the coming months. If you change email address, or if any of the information we hold is inaccurate or out of date, please update it with your squad rep at your earliest convenience.

You have the right to ask for a copy of the personal information Borough of Kirklees Swimming Club hold about you. You can do so by requesting this information in writing at dpo@bokswimmingclub.co.uk.

BOK Swimming Club accepts the following forms of ID when information on your personal data is requested:

- A copy of your passport
- Driving licence
- Birth certificate
- Current utility bill not older than three months (registered address)
- A minimum of one piece of photographic ID listed above and a supporting document is required.

If BOK is dissatisfied with the quality, further information may be sought before personal data can be released.

If you wish to make a complaint about how your personal data is being processed by BOK Swimming Club, you have the right to complain. Please put this in writing to Mr Derek Bowler, Chairman, BOK Swimming Club chair@bokswimmingclub.co.uk. If you do not get a response within 30 days, you have the right to complain to the ICO. ICO Wycliffe House, Water Lane, Wilmslow, SK9 5AF Telephone 0303 123 1113 <https://ico.org.uk/global/contact-us/email/>

When you give us personal information, we take steps to ensure that it's treated securely. Pages are encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details e.g. email is transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Like many other websites, the Borough of Kirklees website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

We keep this Policy under regular review. This Policy was last updated in April 2018.

This GDPR Policy should be read in conjunction with the BOK Swimming Club General Privacy Policy which is available by emailing dpo@bokswimmingclub.co.uk