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|  | **CALDAY GRANGE ADULT LANE SWIMMING CLUB**  **DATA PROTECTION NOTICE**  **5TH June 2023** |

**Data Protection Notice**

**Background**

Every member of Calday Grange Adult Lane Swimming Club is required to complete a club Membership Form.  The details you provide to us are used solely for the purposes of your club membership and will not be used for commercial or marketing purposes. Your details are securely held by the committee in both hardcopy and electronic form which places a responsibility upon the club committee in relation to the General Data Protection Regulations (GDPR) which is effective from 25 May 2018.

GDPR replaces the Data Protection Act 1998 (DPA), however, many of the main concepts and principles are much the same as those in the (DPA).

**GDPR Principles**

GDPR puts in place 8 principles to make sure that the information you provide to us is handled properly, these are:

1. Fair and lawful processing of personal data.
2. Processed for specified, lawful and compatible purposes.
3. Adequate, relevant and not excessive.
4. Accurate and up to date.
5. Not kept for longer than necessary.
6. Processed in accordance with the rights of the individual.
7. Processed with appropriate security.
8. Not transferred outside the European Economic Area without adequate protection.

Club membership records are regularly reviewed by the committee to ensure compliance with these principles (e.g. when a swimmer ceases to be a member of the club, their membership details are destroyed).

**Medical Details**

The safety of club members is of prime concern to us, but we do not ask or require you to provide any medical information to us whatsoever. However, given the nature of swimming, it is essential that you inform Pool Staff / Lifeguards if you are swimming with any health issues that could impact your safety, or that of another member / swimmer. Indeed, ask yourself, ‘Should you be swimming at all, or are you swimming safely.’ The responsibility is on your shoulders alone, if you are indeed swimming without informing pool staff of any health impacting issues. The Pool Staff, may also decide not to let you swim, depending on the nature of your health issue(s).

Any such medical information you provide to Pool Staff, is held in the strictest confidence and will not be shared with CGALSC Committee members, unless it is a clear danger to others.

**Changes to membership details**

Under the Data Protection Act we have an obligation to ensure the membership details that we hold are accurate – we can only do this if you let us know of relevant changes. Please liaise directly with the Membership Secretary with ANY changes to your personal information, including email address. Also, it is imperative that you inform the Membership Secretary if you intend to leave the club.

Chris Lumb

Membership Secretary

cgalscmembership@outlook.com