



Ripley Rascals Swimming Club



Privacy Policy

(September 2026)

Updated to comply with UK GDPR & Data Protection Act 2018 Supersedes: RASCALS Privacy Policy (June 2020)

Ripley Rascals Swimming Club (hereinafter known as “The Club”, “we”, “us”) respects your privacy and is committed to protecting your personal data. As stated in our previous policy.

This updated Privacy Policy explains how we collect, use, store and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are the Data Controller for all personal data processed in connection with Club Membership, training activities, competitions, and Club administration.

1. What Personal Data We Collect :

We collect personal data directly from you when you:

- Enquire about Club membership or activities
- Register as a Member
- Enter competitions or events
- Communicate with us by email, phone, text or social media
- Use our website
- Apply for a job or volunteer role

This information may include the following:

- Normal identification information, such as your full name, date of birth, age, gender
- Contact information, such as your postal address, email address and telephone Number
- Additional information relevant to your use of our site and services, such as your marketing preferences, survey responses and feedback
- Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- Records of your attendance at any events or competitions hosted by us;
- Images in video and/or photographic form and voice recordings. Our competitions and events may be filmed for live streaming purposes;
- Payment information (this is securely collected and processed)

Privacy Policy continued

- In respect of job applications, your CV including details of your education and employment history (and any other information which you may choose to provide to us with your CV)
- Information we collect about you on our website

Membership & Participation Data

- Attendance records
- Competition entries and results
- Training-related information
- Photographs and video recordings (e.g., for livestreaming or promotional use)

Website & Technical Data

- IP address
- Device identifiers
- Pages visited and links clicked
- Cookies (see Cookie Notice)

Safeguarding & Welfare Information

- Records of incidents or concerns
- Communications with the Welfare Officer
- DBS status (for volunteers and staff)

Financial Information

- Payment details (processed securely by third-party providers) Employment / Volunteer Applications
- CVs
- Qualifications
- Employment history
- DBS checks (where required)

Children's Data

We do not knowingly process data of children under 18 without parental consent or holder of parental responsibility.

Privacy Policy continued

2. How We Collect Personal Data :

We collect data:

- Directly from you
- Automatically via our website
- From third-party systems (e.g., Swim England membership database, competition entry systems)
- From publicly available sources (e.g., Companies House, social media)
- From DBS-checking agencies (for staff/volunteers)

3. Lawful Basis for Processing

Under UK GDPR, we must have a lawful basis for processing your data. These include:

- **Contractual Obligation**
To provide membership services, training, competition entry, and Club administration.
- **Legal Obligation**
To comply with safeguarding requirements, financial regulations, and Swim England policies.
- **Legitimate Interests**
For Club administration, promoting swimming, improving services, and ensuring safety — as long as your rights do not override these interests.
- **Consent For :**
 - Marketing communications
 - Use of photographs/video
 - Processing children's data
 - Optional data collection (e.g., surveys)

You may withdraw consent at any time.

Privacy Policy continued

4. How We Use Your Personal Data

We take data protection law seriously and have set out exactly how and why we use your Information:

- **We use your data to:**
 - Administer Club membership
 - Provide training and competition opportunities
 - Communicate essential information
 - Manage safeguarding and welfare
 - Process payments
 - Improve Club operations
 - Promote the sport of swimming
 - Comply with Swim England requirements
 - Respond to enquiries or complaints
 - Prevent fraud or misuse of Club systems

We may also contact you about events or services similar to those you have previously engaged with, unless you opt out.

5. Sharing Your Personal Data

We may share the information that you provide to us with Swim England, British Swimming Derbyshire ASA, East Midlands ASA.

We continue to share data only when necessary, including with:

- Swim England
- British Swimming
- Regional/County Associations
- Competition organisers
- Leisure Centres (for safety or incident reporting)
- Payment processors
- IT service providers
- Email/SMS communication platforms
- DBS-checking agencies

We may also share data when required by law, safeguarding concerns, or crime prevention. We never sell your data.

Privacy Policy continued

6. Data Retention

We will keep all physical and electronic records of your information for a period of 6 years after your last contact with us.

We continue to follow this retention schedule, except where:

- Legal claims require longer retention
- Safeguarding records must be retained in line with Wavepower v2.1 (May 2025)
- Financial records must be retained for statutory periods

CVs for job applicants are retained for three months, unless the applicant is being considered for a role.

7. Data Security

We use appropriate technical and organisational measures to protect your data, including:

- Secure servers
- Encrypted payment processing
- Restricted access to safeguarding records
- Password-protected systems
- Secure transmission protocols (where possible)

We cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

8. Your Rights Under UK GDPR

You have the right to:

- Be informed
- Access your data
- Rectify inaccuracies
- Request erasure (“right to be forgotten”)
- Restrict processing
- Object to processing
- Data portability
- Withdraw consent
- Lodge a complaint with the Information Commissioner’s Office (ICO)

You have the right to lodge a complaint with the Information Commissioner’s Office (ICO).

Privacy Policy continued

9. Changes to This Policy

We will update this Privacy Policy when necessary and publish changes on our website. Significant changes may also be communicated by email.

10. Contact Details

For questions or concerns about this Privacy Policy or how we process your data, contact:

Paul Moorcroft, Chairman
Ripley Rascals Swimming Club
Email: chair@ripleyrascals.org.uk

You may also contact the **Information Commissioner's Office (ICO)** at:

<https://www.ico.org.uk>