

# Data Privacy Notice

## 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

## 2. Who are we?

Scarborough Disabled Swimming Group (SDSG) is the data controller. This means it decides how your personal data is processed and for what purposes.

## 3. How do we process your personal data?

SDSG complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a safe and efficient service in line with our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers and contractors;
- To maintain our own accounts and records;
- To inform you of news, events and activities of SDSG and its partner organisations;

## 4. What is the legal basis for processing your personal data?

- Legitimate Interest of the data subject so that we can keep you informed about news, events, activities and services.
- Legitimate Interest of the data subject so that we can administer your membership of the charity both electronically and in the paper form.
- Explicit consent of the data subject to take, store and use images of them to promote the work of SDSG.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

## 5. Sharing your personal data

We may have to share your personal data with third parties for the purposes for which we collected it, for example:

- Your family, associates or representatives
- Previous, current and prospective employers
- Local and central government
- Healthcare, social and welfare organisations
- Trade unions
- Service providers who provide services for us or on our behalf
- Survey and research organisations
- Law enforcement and prosecuting authorities
- Police complaints authority
- Housing associations and landlords
- Voluntary and charitable organisations
- NHS, Doctors and other health and social care providers

- Professional advisers and consultants
- HM Revenue & Customs
- Courts and tribunals
- Ombudsman and regulatory authorities
- Fraud prevention agencies
- Debt collection and tracing agencies
- Credit reference agencies
- Accountancy providers
- Professional bodies
- Religious organisations
- Students and pupils including their relatives, guardians, carers or representatives
- Data processors
- Partner agencies
- Licensing authorities
- Press and the media
- Legal representatives, defence solicitors
- Disclosure and barring service (and associated umbrella organisation)

Please note that we may share your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Whenever we transfer your personal data outside of the European Economic Area (the EEA), we ensure that a similar degree of protection is afforded to that data by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission.
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe.
- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US.

Please contact us if you would like further information on the specific mechanism used by us when transferring your personal data outside of the EEA.

## **6. How long do we keep your personal data?**

We keep data in accordance with the charities retention and disposal statement outlined in SDSG's Data Protection Policy, which is available during SDSG swim sessions or by emailing [contactus@sds.org.uk](mailto:contactus@sds.org.uk).

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which SDSG about you;
- The right to request that SDSG corrects any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data is erased where it is no longer necessary for SDSG to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

### 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Group Secretary on 01723 363600.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

This Notice was adopted by the charity February 2018.

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