



# Cults Otters ASC

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## Data Protection

Cults Otters Amateur Swimming Club (ASC) is a swimming club dedicated to developing children’s capabilities in the water. We cater for children from the upper stages of Learn to Swim up to late teens, offering a safe and secure environment to enable children to develop their technique and to compete in local, district and national competitions.

As a swimming club we aim to develop a safe, effective and child friendly environment based on good practice, improve swimmers, teachers, coaches and volunteers and encourage lifelong participation through sustainable swimming development pathways.

Cults Otters ASC is affiliated to Scottish Amateur Swimming Association (SASA) and has the accreditation of SwiMark. Cults Otters ASC is run by volunteers including qualified swimming coaches, parent helpers and managed by a committee.

Cults Otters ASC take Data Protection very seriously and the organisations privacy notice is detailed below.

# Privacy Notice

Cults Otters ASC will be a “controller” of the personal information that you provide to us electronically or written.

When you register as a member of Cults Otters ASC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18 years), we will ask you for the following personal information:

- Contact details - including name, address, telephone number, email address (for children under 18 years this will be the e-mail address and telephone number of the parent only) and date of birth. For members aged 16-17, their personal contact information can be stored and used, in line with this privacy notice, if consent is given by their parent/guardian.
- Membership criteria / category – swimmer, non swimmer or volunteer.
- Payment details (if you wish to pay fees by on-line banking).
- Participation details –parent, athlete, coach.
- Equality information – disability (if any) and gender identity
- Any other personal information, for example, PVG membership, health issues that the club needs to be aware of e.g. nut allergy

## Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- Provide you with core member services, including membership to SASA membership information training information, voting, club information and events.
- To set up your online membership account and any on-line payments.
- Send you membership communications [by post, email or text message] in relation to essential membership services, including but not limited to general meeting notices, membership renewals, membership fees’ information, any changes to the club that affect you or your swimmer.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

## Participants' personal data:

When you join Cults Otters ASC and attend training sessions, competitions/ meets/ galas, events, training courses etc, we need to collect your personal information so that we can honour your booking and to enable you to participate in the competition/ meets / galas.

If you do not provide us with all of the personal information that we need to collect then this will affect our ability to register your place.

## Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Promote and encourage participation in swimming by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes.
- Provide competition in swimming by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category.
- Monitor and develop participation in swimming by monitoring members' engagement and participation and inviting our members to participate in surveys for researching and development purposes.
- Invite our members as award winners or guests to our annual awards event.
- Develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements.
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to swimming. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact Cults Otters Membership Secretary [cults.otters.membership@gmail.com](mailto:cults.otters.membership@gmail.com). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

As a volunteer we will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact Cults Otters Membership Secretary [cults.otters.membership@gmail.com](mailto:cults.otters.membership@gmail.com). If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

## **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants, athletes for the purposes of complying with our obligations under:

- Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005] to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member and hold general meetings, including issuing notices and voting arrangements.
- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- Our Scottish Amateur Swimming Association regulatory requirements to report on the achievements and profile of our members.
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

## **Why we need your personal information – equality monitoring requirements**

We are required to use your membership's personal information relating to your disability ( if any ) to make appropriate adjustments; and gender identity for competition entry. Scottish Swimming independently collect data on equality data. .

## **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## **Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Amateur Swimming Association, other swimming clubs, Scottish Disability Scotland, Scottish Universities for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable adults.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Cults Otters ASC utilises third party suppliers to provide services, including IT support / auditor support for Financial accounts. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

To be able to monitor the effectiveness of the athlete transition link between Sport Aberdeen Learn to Swim and Cults Otters ASC, giving sufficient detail to provide a trend analysis over time and evaluate the management of the transition, some member details will be required to be shared with Sport Aberdeen. Specifically, the details of athletes who have moved into development squads within the last 3 months (rolling). This will be athlete name, date of birth, age and sex.

Information will be passed to the Coached programme manager or deputy every 3 months. This information will not be shared wider outside the coached programme team and the purpose of this information is strictly for statistical purposes. The information will be stored securely until it is processed into a statistical format, after which it will be deleted (usually within 6 months).

Scottish Swimming employs JustGo to administer their membership database, as Cults Otters ASC is a registered member of Scottish Swimming we are required to ensure that all of our members are members of Scottish Swimming as a condition of our membership and affiliation. Scottish Swimming employs JustGo to administer their membership database and therefore JustGo and its payment providers process our member's personal information and are subject to contractual conditions to only process that personal information under the instructions of Scottish Swimming and protect it (please refer to Scottish Swimming Data Protection Privacy Notice). Your personal information is stored on JustGo's electronic filing system and servers based in the EU and is accessed by Scottish Swimming staff and Cults Otters ASC volunteers for the purposes set out above.

## How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 1 year.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Cults Otters ASC and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Cults Otters ASC.

## Your rights

You can exercise any of the following rights by contacting us [cults.otters.membership@gmail.com](mailto:cults.otters.membership@gmail.com)

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a "subject access request"
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information.
- You have a right to request that we restrict the processing of your personal information for specific purposes.
- If you wish us to delete your personal information, you may request that we do so.

Any requests received by Cults Otters ASC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).