



## **GDPR (General Data Protection Regulations)**

Dear RNSC Member

As I'm sure you are aware, the legislation surrounding personal data collection and storage changed on the 25<sup>th</sup> May 2018 and we, as an organisation processing personal data, must comply with this legislation.

### **Legal basis for processing personal data**

GDPR requires that we identify the legal basis on which we process your personal data. We need to process personal data in order to run Ruislip Northwood Masters Swimming Club (RNSC Masters) and ensure you are correctly registered with Swim England (formerly the Amateur Swimming Association).

### **Why we need your personal data and what we will do with it**

RNSC Masters holds the following information about you:

- Name
- Address
- Email address
- Telephone number(s)
- Date of birth
- Relevant medical history (if you have provided us with this)
- Emergency contact name & number (if you have provided us with this)
- ASA membership category and number.

Whilst we keep a record of the fees you have paid, we **do not** have access to your bank account details.

The Membership Secretary holds all the above information some of which is shared with Swim England (ASA) in order that you are registered with them to compete (or not) and are covered by their insurance.

In addition, the Club Secretary has your name, date of birth, email address and phone number(s). We have also given your email address and phone number(s) to your lane leader. This information is used solely for the purpose of contacting you, eg in the case of pool closures, etc, and is never shared.

### **How we store or process your information**

The Membership Secretary keeps your records in a spreadsheet on a personal computer for which access is controlled by the use of a password. Completed ASA individual registration forms are also held on file in order to complete our ASA annual membership return.



Spreadsheets (one per swim year) are kept for a maximum of six years in order that we can reconcile our membership and financial records should this be required. However, should you resign your membership of the Club, we will delete your personal data (in electronic and paper form) and remove you from our distribution lists at the end of the relevant swim year.

When we communicate with you we will do so via email distribution lists. In these instances we will generally hide the email addresses. However in some cases we will not do this as one of the purposes of such communications is to enable lane leaders to liaise with their swimmers and check that we have managed to contact everyone.

## **Your rights**

You have the right to ask us to ensure that the information that we keep relating to you is correct; is only used for the purposes that we have identified above; is not kept for longer than is necessary; and will be deleted upon request (although we also have a requirement to hold some financial data for a six year period for audit purposes). You also have the right to ask us what personal information we hold relating to you.

Should you have any questions or wish to exercise your rights, your contacts for this are the Club Secretary, Chris Rowley, or the Membership Secretary, Jill Kirner, via [rnscmasters@gmail.com](mailto:rnscmasters@gmail.com).

RNSC Masters  
May 2023