

Lancing College Swimming Club Privacy Policy

About us

Lancing College Swimming Club is committed to protecting and respecting your privacy.

This Privacy Notice explains how we collect, use and store personal information relating to our members, parents/carers, volunteers and supporters.

If you have any questions about this notice or how your data is used, please contact:

Club Secretary

Email: lottasund@gmail.com

What information we collect

We may collect and store personal information including:

- Names and contact details
- Dates of birth
- Emergency contact information
- Swim England membership details
- Squad and competition information
- Gala entries and results
- Attendance and membership records
- Medical information relevant to participation and safety
- Accessibility or disability information
- Volunteer and coach information
- Safeguarding or welfare-related records where necessary

We only collect information that is relevant to the safe and effective running of the club.

How we collect information

Information may be collected through:

- Membership registration forms
- Club Organiser
- DeftForm surveys and forms
- Gala entry forms
- Direct communication with members or parents/carers
- Swim England systems where applicable

How we use personal information

We use personal information to:

- Manage club membership
- Organise training sessions and competitions
- Communicate with swimmers, parents/carers and volunteers
- Ensure swimmer safety and welfare
- Administer gala entries and results
- Meet our obligations as an affiliated Swim England club
- Support safeguarding and welfare processes where required
- Manage volunteers and club operations

We aim to keep information accurate, relevant and only accessible to those who need it.

Communication

The club communicates with members and parents/carers through:

- Email newsletters and updates via Club Organiser
- WhatsApp community groups
- Direct email or telephone contact where needed

Members can opt out of marketing-style communications at any time. Important operational or welfare communications may still be sent where necessary for club administration or safety.

Participation in WhatsApp groups is optional, and members or parents/carers may request removal at any time.

Sharing information

We may share relevant information where necessary with:

- Swim England
- Competition and gala organisers
- Coaches, team managers and welfare officers
- Lancing College where relevant to club operations
- Payment providers and administrative service providers

We only share information where there is a legitimate reason to do so.

We do not sell personal data to third parties.

Payments

Membership and gala payments may be processed through:

- Stripe

- Bank transfer arrangements administered through Lancing College Enterprises Limited (formerly Buxbrass Limited)

The club does not store full card payment details.

Data storage and security

The club uses a combination of secure third-party systems and restricted-access storage.

This includes:

- Club Organiser
- Microsoft Office 365 systems operated through Lancing College
- Limited local committee records where necessary

Sensitive information, including welfare or safeguarding records, is only accessible to authorised individuals who require access for their role.

Photography and video

The club has a separate photography and video policy. Consent is requested for the use of swimmer photographs and videos in line with club safeguarding practices.

How long we keep information

We only keep personal information for as long as reasonably necessary for club administration, safeguarding, legal or regulatory purposes.

Some records, particularly safeguarding or financial records, may need to be retained for longer periods in accordance with legal or Swim England guidance.

Your rights

Under UK data protection law, you may have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request deletion of information where appropriate
- Object to certain types of processing
- Withdraw consent where consent is relied upon

Requests should be sent to the Club Secretary.

You also have the right to raise concerns with the UK Information Commissioner's Office (ICO).