



Element 10 - Bilston Swimming Club Data Protection Statement

The Data protection Act 1998 sets out certain requirements for the protection of your personal information (i.e. information about you) against unauthorised use or disclosure. The Act also gives you certain rights.

By being a member of Bilston Swimming Club you agree to your personal information (including sensitive data) being made available to a limited number of Bilston Swimming Club officials, subject always to compliance with Data protection legislation.

The information you provide to the Club, and any other information obtained or provided during the course of your membership, will be used solely for the purpose of processing your application, maintaining records, and dealing with you as a member of Bilston Swimming Club.

If you cease to be a member you must inform us immediately, then the information will not be held for longer than necessary, after which it will be destroyed. Electronic data will be held for 6 months, Membership Forms and any other printed forms will be held for a maximum of 6 years, from the date of you leaving the Club.

You agree to keep Bilston Swimming Club informed of any changes to your personal information.

Bilston Swimming Club will:-

Ensure that all records are kept securely and up to date, locked away, with password protected documents on computers

Not give any contact details for any members to anyone outside of the Club

Ensure that only nominated club officials have access to Personal Data, and understand how to comply with the Act

Not disclose – written or verbal – any personal data to anyone other than the ASA or nominated Bilston Swimming Club officials

Ensure that all emails sent to more than one individual, unless to other members of the executive committee, the email addresses are blind copied

Inform the ASA of any changes (e.g. address)

Publication of your name/achievements/ image on our notice board, newsletters, and website or in the local press will be done only with your consent as per membership form

Provide access to the ASA/British Swimming Data Protection Notice to all members

If you have any questions about the Data Protection Act and how it affects you, please contact any Member of the Club Executive Committee.