



## BILSTON SWIMMING CLUB

# WEBSITE PRIVACY POLICY

At Bilston Swimming Club, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who register on our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

When you register, you will be asked to give consent to this policy. If you wish to remove your consent, you can do so but this will result in removal of your account.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [lpegg.bilstonsc@gmail.com](mailto:lpegg.bilstonsc@gmail.com)

### **What type of information is collected from you?**

The personal information we collect might include your name, DOB, email address, PBs and information regarding what pages are accessed and when.

We also collect information from our mailing lists e.g. who read our email, clicked on a link etc. This information is removed after 12 months.

### **How is your information used?**

We may use your information to:

- you by email of any updates to our website or changes to training;
- give you access to your times stored on our swimmers times database;
- seek your views or comments on the services we provide;

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

### **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

### **Your choices**

You have a choice about whether or not you wish to receive information from us.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent.

### **Right to be forgotten**



## **BILSTON SWIMMING CLUB**

If you leave the club and wish to have your details removed from our website then you can do so by sending an email from your registered email address to [lpegg.bilstonsc@gmail.com](mailto:lpegg.bilstonsc@gmail.com). We will then delete your account information, it will not remove any Comments, Forum posts or other interactions with this website.

If you do not request deletion of your account after leaving, it will be removed via regular maintenance.

### **How you can access and update your information**

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. If you change email address, or any of the other information we hold is inaccurate or out of date, please update it via the **Change User Settings** menu link.

You have the right to ask for a copy of the personal information Bilston swimming Club hold about you on our website.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. Pages are encrypted and protected by SwimWeb, the website administrator.

Non-sensitive details e.g. email are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

### **Use of 'cookies'**

Like many other websites, the Bilston Swimming Club website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

### **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018