

# Data Privacy Notice

## 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

## 2. Who are we?

Scarborough Disabled Swimming Group (SDSG) is the data controller. This means it decides how your personal data is processed and for what purposes.

## 3. How do we process your personal data?

SDSG complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a safe and efficient service in line with our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers and contractors;
- To maintain our own accounts and records;
- To inform you of news, events and activities of SDSG and its partner organisations;

## 4. What is the legal basis for processing your personal data?

- Legitimate Interest of the data subject so that we can keep you informed about news, events, activities and services.
- Legitimate Interest of the data subject so that we can administer your membership of the charity both electronically and in the paper form.
- Explicit consent of the data subject to take, store and use images of them to promote the work of SDSG.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

## 5. Sharing your personal data

Your personal and sensitive data will be treated as strictly confidential and will only be shared with members of the group, our partner organisations (E.g.: Special Olympics Great Britain or a Care Provider) and our contractors (eg: a Swim School, a Rehabilitation Therapy Service or a venue operator) for purposes connected with the charity in line with "need to know" principles.

## 6. How long do we keep your personal data?

We keep data in accordance with the charities disposal policy which is available during SDSG swim sessions or by emailing [contactus@sdsd.org.uk](mailto:contactus@sdsd.org.uk).

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which SDSG about you;
- The right to request that SDSG corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for SDSG to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Group Secretary on 01723 363600.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.