

GUERNSEY AMATEUR SWIMMING ASSOCIATION LBG (GASA)

Privacy Policy

GASA respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

In this privacy policy we explain how we collect and use your personal information. 'We' are The Guernsey Amateur Swimming Association LBG (hereinafter referred to as GASA) and we are the data controller for the purposes This notice describes how GASA collects and uses personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Details of how to contact us if you have any questions about privacy or data protection can be found below in the Contact Details section.

We must have a lawful basis to process your personal data, and this policy explains what our lawful basis is in respect of each purpose for which we keep and use information about you. Generally, we are allowed to process your personal data where it is necessary in connection with a contract between us (such as a contract to supply our products or services), where it is necessary in order for us to comply with our legal obligations, or where we have a legitimate interest to do so (but we will always consider whether your right to privacy overrides our interest).

Please note that links from our website may take you to external websites which are not covered by this policy. We recommend that you check their privacy policies before submitting any personal information to such sites. We will not be responsible for the content, function or information collection policies of these external websites.

What information do we collect about you and how do we collect it?

You are not required (by law or by any contract with us) to provide personal information to us via this website. We will only require you to provide personal information to us where it is necessary for us to provide you with a service at your request.

Information you provide to us

We may receive personal information about you whenever you contact us. For example, by doing the following:

- Enquiring about our competitions or events
- Entering our event and competitions through online entries
- Signing up for further information or registering
- Using and browsing our website
- Telephoning, texting, writing by post or emailing us

This information may include the following:

- Normal identification information, such as your full name, date of birth, age, gender
- Contact information, such as your postal address, email address and telephone number

- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- records of your attendance at any events or competitions hosted by us;
- images in video and/or photographic form and voice recordings. Our competitions and events may be filmed for live streaming purposes;
- Payment information (this is securely collected and processed by our payment provider)

Information we collect about you from other sources. This may include the following:

- Publicly available information
- Information you have shared publicly, including on social media.
- We may collect information about your criminal record by obtaining a DBS check through an approved agency.

This list is not exhaustive and, in specific instances, we may need to collect additional data for the purposes set out in this policy.

Information we receive about you from other sources

Whenever we receive information about you from any third parties, we will let you know what information we have received and how and why we intend to use it.

How do we use your personal information?

We take data protection law seriously, so below we have set out exactly how and why we use your information, and what our legal basis is to be able to use your information in each way.

Supplying our products and providing our services

It is necessary for us to use personal information about you to host events and competitions. Using your information in this context is necessary so that we can:

- Provide you with information about the competitions or events
- To carry out our obligations arising from any agreement that we have with you
- Verify your identity
- Deal with any complaints you may have
- Contact you about any changes that we make to our events or organisation

Telling you about events or other products or services that we think may be of interest to you

We may use your information to identify and tell you about events and competitions that we think may be of interest to you.

If you have already contacted us about attending or participating in a GASA event, we may contact you with some information about events that are similar.

We will only contact you by written communication, email or text message.

Telling members about the sport of swimming:

We will communicate to our members details of our events and competitions for the purposes of promoting the development of the sport and to enable members to participate in the sport at a local, regional and national level.

Making our organisation better

We always want to offer the best services, events and experience that we can. Sometimes this means we may use your information to find ways that we can improve what we do, or how we do it. In this context, we will only use your information where it is necessary so that we can:

- Review and improve our existing services and develop new ones
- Review and improve the performance of our systems and processes
- Improve our site to ensure that content is presented in the most effective manner for you and for your computer

Contacting you

We want to stay in touch with you. Sometimes we may need to use the information that we have about you in order to respond to your questions or let you know about important changes.

We will only use your information in this respect where it is necessary so that we can:

- Interact and respond to any communications you send us, including where you use the Contact Us section
- Let you know about any important changes to our business or policies

Verifying your identity

We may use your information where it is necessary for us to do so in order to meet our legal obligations or to detect and prevent fraud, money-laundering and other crimes.

Protecting you and others from harm

We may use your information where it is necessary to protect your interests, or the interests of others. This may include in the event of criminality such as identity theft, piracy or fraud.

We need all the categories of information listed above to allow us:

- to provide our services to you;
- to enable us to comply with legal obligations;
- Report competition results;
- Deal with any complaints you may have;
- Logistics management and planning, including accounting;
- Complying with health and safety obligations;
- To detect and prevent fraud, money laundering and other crimes;
- To let you know about any important changes to our policies, rules and regulations;
- To protect your interests;

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Who do we share your personal information with?

Sharing your information within GASA

We share the information that you provide to us with members of the GASA committee so that we can provide our services to you.

Sharing your information with third parties

We may share the information that you provide to us with British Swimming, clubs, bodies, associations and organisations in order to allow them and us to properly administer entry into competitions.

We may share your data with selected third parties. For example, we may share your information with:

- Contact management systems to send emails, instant messages, social media messages and SMS messages,
- Service provider, for example, banks, and payment processors,

There are certain exceptional circumstances in which we may disclose your information to third parties. This would be where we believe that the disclosure is:

- Required by the law, or in order to comply with judicial proceedings, court orders or legal or regulatory proceedings
- Necessary to protect the safety of members, our property or the public
- Necessary for the prevention or detection of crime, including exchanging information with other companies or organisations for the purposes of fraud protection.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

How long do we keep your personal information?

We will only store your personal information for as long as we need it for the purposes for which it was collected. Where we provide you with any service, we will retain any information you provide to us at least for as long as we continue to provide that service to you.

In all other circumstances, we will keep all physical and electronic records of your information for a period of 6 years after your last contact with us.

Exceptions to this rule are:

Information that may be relevant to personal injury claims, or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.

How do we protect your personal information?

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy.

We try to ensure that all information you provide to us is transferred securely.

Unfortunately, the transmission of information via the internet is not completely secure. Once we have received your information, we will use appropriate procedures and security features to try to prevent unauthorised access.

All information you provide to us is stored on our/third party secure servers.

What rights do you have in respect of your personal information?

You have the right to be informed

We have a legal obligation to provide you with concise, transparent, intelligible and easily accessible information about your personal information and our use of it. We have written this policy to do just that, but if you have any questions or require more specific information, you can get in touch using Contact Us section of the website.

You have the right to access your personal data

You have the right to ask us to confirm whether or not we hold any of your personal information. If we do, you have the right to have a copy of your information and to be informed of the following:

- Why we have been using your information;
- What categories of information we were using;
- Who we have shared the information with;
- How long we envisage holding your information;

In order to maintain the security of your information, we will have to verify your identity before we provide you with a copy of the information we hold.

You have the right to correct any inaccurate or incomplete personal data

Where you have requested a copy of the information we hold about you, you may notice that there are inaccuracies in the records, or that certain parts are incomplete. If this is the case you can contact us so that we can correct our records.

You have the right to be forgotten

There may be times where it is no longer necessary for us to hold personal information about you. This could be if:

- The information is no longer needed for the original purpose that we collected it for;
- You withdraw your consent for us to use the information (and we have no other legal reason to keep using it)
- You object to us using your information and we have no overriding reason to keep using it
- We have used your information unlawfully;
- We are subject to a legal requirement to delete your information.

In those situations, you have the right to have your personal data deleted. If you believe one of these situations applies to you, please get in touch using our website.

You have the right to have a copy of your data transferred to you or a third party in a compatible format.

Also known as data portability, you have the right to obtain a copy of your personal data for your own purposes. This right allows you to move, copy or transfer your personal data more easily from one IT system to another, in a safe and secure way.

If you would like us to transfer a copy of your data to you or another organisation in a structured, commonly use and machine-readable format, please contact us. There is no charge for you exercising this right.

You have the right to object to us using your information for our own legitimate interests

Sometimes, we use your personal information to achieve goals that will help us as well as you. This includes:

- When we tell you about events that are similar to ones that you have already entered or attended
- When we use your information to help us make GASA better
- When we contact you to interact, communicate or let you know about changes we are making

We aim to always ensure that your rights and information are properly protected. If you believe that the way we are using your data is not justified due to its impact on you or your rights, you have the right to object. Unless we have a compelling reason to continue, we must stop using your personal data for these purposes.

In order to exercise your right to object to our use of your data for the purposes above, please contact us.

You have the right to restrict how we use your personal data

You have the right to ask us to stop using your personal data in any way other than simply keeping a copy of it. This right is available where:

- You have informed us that the information we hold about you is inaccurate, and we have not yet been able to verify this
- You have objected to us using your information for our own legitimate interests and we are in the process of considering your objection
- We have used your information in an unlawful way, but you do not want us to delete your data
- We no longer need to use the information, but you need it for a legal claim

If you believe any of these situations apply, please contact us.

You have rights related to automated-decision making and profiling

Any automated decision-making or profiling we undertake is solely for the purpose of tailoring the information which we provide to you. We will not use automated decision making or profiling to make any decisions which will have a legal effect upon you or otherwise significantly affect you, and you have the right not to be subject to such decisions. If you have any concerns or questions about this right, please contact us.

Changes to our Privacy Policy

Any changes we make to our privacy policy in the future will be posted on this page and, may where appropriate, be notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

Complaints

If you wish to make a complaint about our collection or use of your personal data, please contact us in the first instance so that we may seek to resolve your complaint.

You have the right to lodge a complaint with the Data Protection Commissioner's Office, the supervisory authority for data protection issues, at any time. The contact details are as follows:

Office of the Data Protection Commissioner

Guernsey Information Centre
North Esplanade, St Peter Port
Guernsey GY1 2LQ

Telephone – 01481 742074

Contact Details

In the event of any query please email:

guernseyamateurswimmingassoc@gmail.com ggueuguernseyernseyamateurswimmingassoc@gmail.com
m
gguernseyamateurswimmingassoc@gmail.com
uernseyamateurswimmingassoc@gmail.com.

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