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Purpose

Swim Squadis committed to ensuring confidentiality and safe storage of personal or sensitive date for all individuals engaging with an activity concerning the swimming lessons with Swim Squad.

This policy has been designed to highlight the types of information which could be considered as personal or sensitive, as well as ensure that the processing (including the concepts of obtaining, recording, retrieval, consultation, holding, disclosing and using) of personal or sensitive data by Swim Squad is managed in a safe and confidential manner.

The Data Protection Act was introduced as part of Government legislation in order to define the Law on the processing of personal and sensitive data of individuals to maintain their rights to privacy. Non-compliance to the Data Protection Act can lead to complaints being made to the Information Commissioners Office (ICO). For further information please see [www.ico.gov.uk](http://www.ico.gov.uk).

**Types of Data Processed**

The types of data swim Squad collects, stores and processes are detailed below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Type** | **Date Collected** | **Legal Basis** | **Retention Period** |
| Course registration | Name  Address  Date of Birth  Contact information  Email Address  Medical Conditions | Contract | For 1 year after course has been completed |
| **Date Software** | | | |
| **Name** | **Purpose** | **Location** | **Security** |
| Database Systems | Swim Squad data hub for customer records | Swim Squad office | Software protected to GDPR required standards |

**Your Rights**

**The Right to Be Informed**

You have the right to be informed about the collection and use of your personal data. This information is communicated via this privacy policy, and you will be notified whenever any changes are made to it.

**The Right of Access**

You have the right to access your personal data and supplementary information.

**The Right to Rectification**

You have the right to have inaccurate personal data rectified or completed if it is incomplete.

**The Right to Erasure**

The GDPR introduces a right for you to have your personal data erased if, for instance, the personal data we hold for you is no longer necessary for the purpose for which it was originally collected or processed. The right to erasure is also known as ‘the right to be forgotten’. The right is not absolute and only applies in certain circumstances where applicable.

**The Right to Restrict Processing**

You have the right to request the restriction or suppression of your personal data to limit the way that we use your data; this is an alternative to requesting the erasure of your data. This is not an absolute right and only applies in certain circumstances. You can make a request for restriction verbally or in writing.

**The Right to Object**

You have the right to object to your information being processed based on:

* Legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling).
* Direct marketing (including profiling).
* Processing for purposes of scientific/historical research and statistics.

**Further Information**

**Marketing**

When you fill in a form or provide your details on our websites or online services, you may see one or more tick boxes allowing you to:

* Opt-in to receive marketing communication from us by email, telephone, or text message.
* Opt-in to receive marketing communication from our third-party partners by email, telephone, text message or post.

If you have agreed that we can use your data for marketing purposes, you can change your mind easily, send an email to admin@swimsquad.co.uk

We will never lease, distribute, or sell your personal data to third parties unless we have your permission, or the law requires us to do so.

**Monitoring and review**

This policy and its procedures will be reviewed annually to ensure it remains fit for purpose.

The next date for review will be September 2024.