

NSL Western

General Data Protection Regulation (GDPR)

General Privacy Notice

From May 2018, NSL Western will ask anyone who has contact with the National Swimming League NSL Western to “opt-in” to communications. This is due to a change that governs how NSL Western can communicate with you and a new regulation regarding personal data (the General Data Protection Regulation) (GDPR) that came into force on the 25 May 2018. Therefore we are introducing a new approach that relies on you giving us your consent about how we can contact you. This means you’ll have the choice as to whether you want to receive correspondence or other messages and be able to select how you want to receive them (email, phone or post). You can decide not to receive communications or change how we contact you at any time.

If you wish to do so please contact the League Secretary by emailing the League Secretary Raglanclerk@aol.com or writing to NSL Western Ty-Nant, Old Trap Road, Gilwern, Monmouthshire, NP7 0HW or telephoning 01873 832 017. NSL Western will never forward or sell personal data, and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

1 Your personal data – what is it:-

“Personal data” is any information about a living individual which allows them to be identified from that data ‘for example a name, photographs, videos, email address, or address’. Identification can be by directly using the data itself or by combining it with other information which helps to identify a living individual e.g. a list of league officers, volunteers or club staff which may contain personnel data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

2 Who are we:-

This Privacy Notice is provided to you by the NSL Western League where the league secretary will be the Information and Data Controller and can be contacted at: Ty Nant, Old Trap Road, Gilwern, Monmouthshire, NP7 0HW. The Information and Data Controller will deal with your request/s and enquiries concerning your personal data.

3 Other data controllers NSL Western work in partnership with:-

- 3.1 All Swimming aquatic governing bodies
- 3.2 National Sporting organisations
- 3.3 Fee paying Clubs including coaches and officers that take part in the National Swimming Leagues
- 3.4 Nominated sponsors that sponsor swimmers or the league in general

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the sport. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the League and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your

data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant Data Controller.

A description of what personal data the NSL Western League processes and for what purposes is set out in this Privacy Notice.

4 The NSL Western will process some or all of the following personal data where necessary to perform its tasks:-

- 4.1 Names, titles, and aliases:
- 4.2 Aquatic sporting membership numbers to do with fast water swimming;
- 4.3 Contact details which could include telephone numbers, addresses, and email addresses;
- 4.4 Where they are relevant to the services provided by the NSL Western, or where you provide them to us, we may process information such as gender, age, marital status, nationality, professional qualifications, photographs if any;
- 4.5 To safeguard athletes welfare and provide appropriate pastoral care if needed, and to take appropriate action in the event of an emergency, incident or accident, including disclosing details of an individual's or other relevant information where it is in the individual's interests, for safeguarding, and cooperation with police or social services, and for insurance purposes;
- 4.6 Where you pay for activities such as use of a venues, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and or any claim numbers;
- 4.7 The personal data we process **should not** include sensitive or other special categories of personal data

5 How we use sensitive personal data:-

- 5.1 We may process sensitive personal data including, as appropriate:
 - 5.1.1 Generally, the NSL Western League receives personal data from clubs or teams directly. This may be via electronic team sheets or results from an event. However in some cases personal data could be supplied by third parties (e.g. another NS League, or other professionals or volunteers or collected from publicly available resources.)
- 5.2 In order to comply with legal requirements and obligations to third parties.
 - 5.2.1 These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- 5.3 We may process special categories of personal data in the following circumstances:
 - 5.3.1 In limited circumstances, with your explicit written consent.
 - 5.3.2 Where we need to carry out our legal obligations.
 - 5.3.3 Where it may be needed in the public interest.
 - 5.3.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not

capable of giving your consent, or where you have already made the information public.

6 Do we need your consent to process your sensitive personal data:-

6.1 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

7 The NSL Western will comply with data protection law. This says that the personal data we hold about you must be:-

- 7.1 Used lawfully, fairly and in a transparent way.
- 7.2 Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- 7.3 Relevant to the purposes we have told you about and limited only to those purposes.
- 7.4 Accurate and kept up to date.
- 7.5 Kept only as long as necessary for the purposes we have told you about.
- 7.6 Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

8 We use your personal data for some or all of the following purposes:-

- 8.1 To confirm your identity for competitions only;
- 8.2 To contact you by post, email, telephone or using social media;
- 8.3 To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- 8.4 To promote the interests of the NSL Western;
- 8.5 To seek your views, opinions or comments;
- 8.6 To notify you of changes to the venues we use or facilities, services, events;
- 8.7 To send you communications which you have requested and that may be of interest to you. These may include information about galas and venues used by the league;
- 8.8 To process relevant financial transactions;
- 8.9 NSL Western may on times use venues that operate CCTV systems for the prevention and prosecution of crime and user safety. This will come under the venues GDPR data controls.

9 What is the legal basis for processing your personal data:-

The NSL Western is a league that provides swimming competition for participating swimming clubs/teams. Your personal data is processed for compliance with a legal obligation which includes the discharge the NSL Western's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of affiliated clubs/teams of the NSL Western league or people being members of the clubs/teams. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the NSL Western's obligations to you.

We may process personal data if it is necessary for the affiliation we have with you, or to take steps to enter

into a contract. An example of this would be processing your data in connection with the use of sports facilities and venues.

10 Sharing your personal data:-

This section provides information about the third parties with whom the National Swimming League NSL Western may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- 10.1 The data controllers listed above under the heading "Other data controllers the NSL Western works with";
- 10.2 Our agents, sponsors, suppliers and or contractors;
- 10.3 On occasions, local authorities, venue providers or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the NSL Western.

11 How long do we keep your personal data:-

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records to support audit information. We may have legal obligations to retain some data in connection with our statutory obligations as an organisation that promotes events. The NSL Western is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims. We will retain some personal data for this purpose as long as we believe it is necessary for the NSL Western (GDPR) to be compliant. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is believed it is no longer needed and no longer than three years.

12 Your rights and your personal data:-

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

12.1 The right to access personal data we hold on you:

12.2 At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

12.3 There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

12.4 The right to correct and update the personal data we hold on you:

12.4.1 If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data

will be updated.

12.5 The right to have your personal data erased:

12.5.1 If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

12.5.2 When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

12.6 The right to object to processing of your personal data or to restrict it to certain purposes only

12.6.1 You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

12.7 The right to data portability:

12.7.1 You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

12.8 The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained:

12.8.1 You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

12.9 The right to lodge a complaint with the Information Commissioner's Office.

12.9.1 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

13 Further processing:-

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

14 Changes to this notice:-

We keep this Privacy Notice under regular review and we will place any updates on NSL Western Website <http://www.nationalarenaswimmingleague.org/> This Notice was last updated in July 2018.

15 Contact Details:-

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller,
NSL Western Secretary,
Ty Nant,
Old Trap Road,
Gilwern,
Monmouthshire,
NP7 0HW
Email:raglanclerk@aol.com

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