**What we need**

AJ Swimming is a Swim School affiliated with Scottish Swimming.

AJ Swimming will be a “controller” of the personal information that you provide to us in this form unless otherwise stated.

When you register as a member of AJ Swimming or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

• Contact Details – name, address, email address, telephone numbers;

• Date of Birth – to calculate membership category and eligibility for courses;

• Membership Criteria / Category – Swimmer & Parent

• Equality Information – gender identity, disability details where applicable.

**Why we need your personal information – contractual purposes**

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

• provide you with core member services, including insurance, licensing and PVG checks;

• Send you repeating invoices; and

• send you membership communications by post or email in relation to essential membership services, including but not limited to: membership renewals, membership fees’ information;

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

When you book a place with us for and attend a coaching course we need to collect your personal information so that we can honour your booking and to enable you to participate in the course effectively

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

**Why we need your personal information – legitimate purposes**

**Members’ Personal Data**

We also process our members’ personal information in pursuit of our legitimate interests to:

• promote and encourage participation in Swimming by sending members’ communications and booking information for upcoming classes. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our classes, which we use for promotional, education and development purposes;

• provide you with repeating invoices so that fees can be paid on time via bank transfer.

• monitor and develop participation in Swimming by monitoring members’ engagement and participation through register taking and inviting our members to participate in surveys for researching and development purposes;

• invite our members as award winners or guests to our bi-annual awards ceremonies, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners;

• develop and maintain our members’ qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements; and

• respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Swimming.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on [gdpr@ajswimming.com](mailto:gdpr@ajswimming.com). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member

**Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our [members, participants, swimmers, etc.] for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.

**Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

**Who we share your personal information with**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Swimming for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

We publish the awards of our swimmers achievements on our website. This includes swimmers’ name, age, date of birth and results.

**How we protect your personal information**

Your personal information is stored on our electronic filing system based in the UK, and is accessed by our staff and volunteers for the purposes set out above.

**How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for three years.

We keep our athletes’ personal information for a period not surpassing the end of their last annual membership renewal.

**Your rights**

You can exercise any of the following rights by writing to us GDRP@ajswimming.com.

Your rights in relation to your personal information are:

• you have a right to request access to the personal information that we hold about you by making a “subject access request”;

• if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;

• you have a right to request that we restrict the processing of your personal information for specific purposes; and

• if you wish us to delete your personal information, you may request that we do so.

Any requests received by AJ Swimming will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)