

Data Protection Policy

Bambers Inclusive C.I.C

Privacy Policy

Our Privacy Policy statement

Your privacy is important to BambersInclusive C.I.C and unless required to do so by law, we will never disclose, share, or sell your personal information without your consent. Any personal details which we collect, hold or use, we do in accordance with the General Data Protection Regulation (“GDPR”), and only for the purpose of safe and effective running of a program of swimming sessions This Privacy Policy will explain how we use and protect your personal data.

Data protection principles

The GDPR requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes only.
- Adequate, relevant and necessary.
- Accurate and kept up to date.
- Kept no longer than is necessary.
- Processed and stored in a secure and confidential manner.

What data we collect and why

- We collect information in order to communicate with you, such as your name, postal/residential address, email address and telephone number. We also collect information such as date of birth and level of ability of a swimmer, any disability or SEND needs, and we record each swimmer’s progress and achievements termly.

Under the GDPR, the lawful basis we rely on for processing this information is us having a legitimate interest.

- We also have to keep record of any specific medical conditions you tell us about that are relevant to the provision of safe and effective swimming lessons.

Under the GDPR, we rely on **your consent** for processing the special category data such as medical conditions.

- By accepting and agreeing to our Privacy Policy, **you consent** to your personal and special category data being processed as described above.
- You are able to remove **your consent** at any time. You can do this by contacting:
Alan Bamber

Mob: 07731427804

Email: Bamberinclusiveswimming@gmail.com

How we keep your data safe and comply with the GDPR

Bambers Inclusive pledges to ensure that:

- All records that contain personal data are relevant and limited to what is necessary for communications with you, and the safe and effective running of a program of swimming sessions.
- All records are kept centrally and securely.
- Access to your data is limited to BambersInclusiveC.I.C staff and only those members who need it for legitimate reasons may access data.
- All staff members of Bambers InclusiveC.I.C are aware of this Privacy Policy and comply with the principles of the GDPR.
- No personal data is discussed or disclosed to anyone outside of Bambers Inclusive C.I.C unless we have an express permission from you to do so.
- No data is used for marketing purposes unless previously asked or passed to any third party.
- Bambers InclusiveC.I.C will take all reasonable steps to ensure that your data is accurate and up to date.

- We review our retention periods for personal information regularly and only hold information for as long as it is necessary for us to do so.
- Personal data is deleted when no longer needed, and that deletion is done safely and in such a way that data becomes irrecoverable.

Third Party Service Providers:

- Google is the company that runs Membership system through. We store all our customer information using this system.
- Google Drive is fully compliant with all GDPR legislation, data processing, privacy and data protection. Please contact us if you require more information.

Unsubscribing

- Registering with Bammers Inclusive C.I.C will add you to our mailing database. This will provide service emails, important updates about lessons and venues, as well as information about future courses. Should you no longer wish to receive this information you can respond to any of our emails with “UNSUBSCRIBE” in the text field or subject line.
- Note that unsubscribing can take up to 28 days to process.
- Please note that customers currently booked with us who choose to unsubscribe may no longer be receiving important updates about their bookings by email. We highly recommend all members to subscribe to emails and what groups so that you get up to date information about session and notice should any session be cancelled at the last minute.

How you can help us keep you data accurate and up to date

If your, or your child’s details change, or if you think we hold any incorrect or out of date information, please contact us at:

Email: BamberInclusiveSwimming@gmail.com

Your data protection rights

Under data protection law and in accordance with this Privacy Policy, rights available to you include:

- **Your right of access** – You have the right to ask us for copies of your personal information.
 - **Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
 - **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
 - **Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.
 - **Your right to object to processing** – You have the right to object to the processing of your personal information in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

Email: BamberInclusiveSwimming@gmail.com

Review of Privacy Policy

This policy is subject to regular reviews to ensure compliance with the current legislation and accepted best practices.

Data Controller

The data controller responsible in respect of the data collected is Bamber Inclusive Swimming. A Community Interest company Number **14573410**