



## DARWEN AMATEUR SWIMMING CLUB

Darwen Amateur Swimming Club takes your privacy seriously. The following outlines how DASC, collects, uses and protects your personal data across our website and when you contact us by email or social media.

### **What information is being collected?**

Whilst you are using our website we may ask you for some personal data, such as your name, email address, address and phone number so that we can answer any questions you may send to us via our contact us form or social media channels.

We may also collect your IP address, to serve you location specific content and tailor our website to you.

### **Who is collecting the data?**

All personal data collected when using our websites and social media channels will be collected by Darwen Amateur Swimming Club.

### **How is the data collected?**

Personal data is collected across the Websites and social media platforms as you use the sites. Personal data collection takes place during the following actions, registering your details or direct messaging from social media.

### **How is the data stored / secured?**

Your personal data and privacy is of the utmost priority to us. We are committed to ensure that any data/information gathered is securely stored. To ensure no personal data is collected or disclosed against your will or any unauthorised access is gained, we have implemented the necessary physical, electronic and managerial procedures to safeguard and secure the personal data we collect online.

Darwen Amateur Swimming Club is not required to and does not have a Data Protection Officer. We do not require a Data Protection Officer because we are not a public authority and our core activities do not involve large scale, regular and systematic monitoring of individuals or large-scale processing of special categories of data or data relating to criminal convictions and offences.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our Website; any transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try and prevent unauthorised access.

The length of time for which we will securely store any personal data you share with us will depend on the type of personal data and the purpose for which it is being held. The following are indicative periods for which we will retain your personal data:

- Where we are holding your personal data to share our newsletter with you, for so long as you consent to receive such communications.
- Where we are holding your personal data for payment processing reasons, 6 years following the collection of such personal data for accounting purposes.

### **Why do we collect this data?**

We would like to collect your personal data to provide you with the best possible experience and service and to tailor communications to you.

By allowing us to collect your IP address and cookies, your experience on our Website will be maximised as our sites rely on some of your personal data you supply to function at their optimum level.

If you choose to register on our websites, your personal data will be used to communicate relevant and up to date information about Darwen Amateur Swimming Club which will include:

- Training Times
- Club Meetings
- Competitions and Events
- Membership costs
- Newsletters

This personal data will not be used for any other reason.

### **You may withdraw your consent at any time**

As noted above, some of our processing is subject to lawful basis of “consent”. You can withdraw your consent to such processing at any time by either contacting us using the details set out below.

### **Sharing your data**

Darwen Amateur Swimming Club will not sell your personal information with any 3rd party organisation.

If you wish to amend or verify the details you have submitted to us, you may do so by contacting us via the email address below. Our security procedures mean that we will request proof of identity before we reveal information with you.

### **Deleting your data**

If at any point you no longer want to receive communications from Darwen Amateur Swimming Club and you wish to permanently delete your data records we will, subject to not requiring such personal data to be retained for any legal or other valid reason, facilitate this without undue delay upon receiving your communication. This action can be instigated at any time by the following methods providing an email to the address below

[darwenasc.tower.1882@gmail.com](mailto:darwenasc.tower.1882@gmail.com)