

WATERSIDE POOL

DATA PRIVACY STATEMENT



Waterside Pool is owned and operated by Waterside Community Trust ["WCT"] a Charity registered with the Charities Commission as No. 1174631. WCT as a Data Controller, declares its commitment to comply with all current and anticipated Data Protection laws applicable to the UK.

WCT holds and processes personal and special/sensitive personal data for these **purposes**:

1. Personal data of Members (Data Subjects) of Waterside Pool is held: for the purpose of record-keeping, administration and communication in accordance with our terms and conditions.
- *Membership data is not shared with any third party but may be used for marketing purposes by communication between Waterside Pool and its Members*
2. The personal data of Employees is held and processed for the purposes of satisfying relevant law and for the support and management of WCT
3. Personal and relevant health (sensitive/special) data is processed only: for children enrolled on group or individual swimming lessons who undertake to be taught by qualified Swimming Teachers in accordance with the ASA and for persons undertaking trial swimming or lifeguarding sessions as part of employment selection or when enrolling on a training course provided by WCT or its contractors.
- *Members' personal data may be shared with the Amateur Swimming Association for the purposes of the issue and recording of ASA Certificates. Members' personal and relevant health data may be shared as necessary with WCT's approved and contracted Instructors and Teachers.*

The **Lawful Basis** for processing under 1. and 2. above is for the necessary pursuit of WCT's legitimate interests.

The **Lawful Basis** for processing under 3. above is necessity under Statute and, additionally, for the protection of the vital interests of those Members and persons concerned and shall in each case require the specific and unambiguous consent of Parent/ Carers on the relevant Application Forms.

Retention: data is stored and processed only for the period during which processing is necessary and is thereafter archived. some data may be hosted outside the EEA. **WCT's Data Retention Schedule may be viewed at Waterside Pool premises.** All data is securely hosted and is erased after a maximum of 6 years archiving.

All Data Subjects have the following **Rights**: of Access to their data held; to any Rectification necessary; and in respect of 3. above, to Withdraw their consent to further processing. All Data Subjects have the Right to Complain about data management and processing to the Information Commissioner (www.ico.org.uk). (From 25th May 2018 no charge may normally be made in exercise of these Rights).

Waterside Pool's **Data Protection Policy Statement** may be accessed at Waterside Pool's premises or on **Waterside Pool's website**. All **enquiries, issues or concerns** in connection with Data Protection matters shall be raised in the first instance with the General Manager.