

## **Privacy Policy**

Our charity name is Down Syndrome Swimming Great Britain ("we", "our", "us"). We're committed to protecting and respecting your privacy. If you have questions about your personal information please in the first instance contact Alison Reed.

# What information we hold about you and we try to hold on to as little date about you as possible

The type of data that we collect and process includes:

- \* Your name.
- \* Your email address.
- \* Your telephone number.
- \* Your postal address.
- \* Your relevant swimming registration numbers.
- \* Your swimming records
- \* Your passport details
- \* Photo consent

Further data may be collected if you choose to share it.

We collect some or all of this information in the following cases:

- \* You fill out our membership form.
- \* Application to enter swimming events

#### How your personal information is used

We may use your personal information in the following ways:

- \* For the purposes of making you a registered member.
- \* We may use your email address to provide you with information pertinent to DSS-GB.

#### Other ways we may use your personal information

In addition to notifying you of activity which may be relevant to you, from time to time we may wish to communicate with all members any important information such as newsletters or announcements by email.

#### Keeping your data secure

We are committed to ensuring that any information you provide to us is secure. In order to prevent unauthorised access or disclosure, we are putting in place suitable measures and procedures to safeguard and secure the information that we collect.

## **Rights**

You have a right to access the personal data we hold about you or obtain a copy of it. To do so please contact us. If you believe that the information we hold for you is incomplete or inaccurate, you may contact us to ask us to complete or correct that information. You also have the right to request the erasure of your personal data.

## **Acceptance of this policy**

Continued membership and contact with DSS-GB signifies your acceptance of this policy. If you do not accept the policy then please do not renew your membership. When renewing your annual membership we will further request your explicit acceptance of the privacy policy.

### Changes to this policy

We may make changes to this policy at any time. You may be asked to review and reaccept the information in this policy if it changes in the future.