# PRIVACY NOTICE

## About us

Coventry Swim School is a Charitable Incorporated Organisation which is supported by the rules and regulations of Swim England. This privacy policy explains how we use any personal information we collect about our young people, their parents and any adults associated with the Swim School.

## What information do we collect about Swimmers?

We collect the following data when young people are

registered with Coventry Swim School:

## Name Gender Date of birth

## Nationality Ethnicity Date joined

## Address Disability

## Dietary information Medical/Allegies

## Details Parent/Carer email & phone number

## Secondary emergency contact details

## Photo permission

## How will we use the information about Swimmers?

Staff, Teachers and volunteers use the personal information to understand the information to enable them to tailor activities towards their needs and to ensure that they are safe, to make routine contact with parents and where necessary, rapid emergency contact with parents/carers and provide accurate information to medical professionals in absence of parents. Achievements are also recorded and this may be in a format which is accessible publicly (e.g. name, badges etc). Some information is shared with County, District and National organisation to ensure safety procedures are adhered to all times and to meet requirements of accident insurance. In addition, we will sometimes need to provide external activity providers with some personal details again to ensure the safety of swimmers when undertaking these activities. Some external organisations will require you to complete their own data forms. Data is only used for Swim School activities.

## What additional information do we collect about parents?

Name

Bank details

Email address

Phone numbers

Home address

**What information do we collect about Staff, Teachers or helpers?**

As for young people albeit next of kin contact rather than parent contacts as appropriate.

**Access to information**

You have the right to request a copy of the

information that we hold about you or your Swimmer. If you require a copy of this personal information please email or write to us at the following address joanne.deakins@coventryswimschool.co.uk

There may be a charge to cover admin costs for this service. We want to make sure that all the personal information we hold is accurate and up to date. You may ask us to correct or remove information that is inaccurate.

## How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

Jo Deakins Joanne.deakins@coventryswimschool.co.