



Privacy Notice / Statement

Introduction

Coventry Swim School is Private company limited by guarantee without share capital that operates in accordance with the rules and regulations of Swim England. This privacy policy outlines how Coventry Swim School collects, use, and protect personal information related to swimmers of the swim school, their parents/guardians, and staff members involved with the Swim School.

What Information Do We Collect About Swimmers?

When young people are registered with Coventry Swim School, we collect the following information:

- Full Name
- Gender
- Nationality
- Address
- Ethnicity
- Disability status
- Date of Birth
- Date of joining
- Dietary requirements
- Medical information (including allergies)
- Parent/Carer contact details (email & phone number)
- Secondary emergency contact details
- Photo permission (for publishing images in relevant materials)

What Additional Information Do We Collect About Parents/Guardians?

In addition to the swimmer details, we collect the following information about parents/guardians:

- Full Name
- Bank details (for payment purposes)
- Email address
- Phone numbers
- Home address

What Information Do We Collect About Staff, Teachers, and Helpers?

The information we collect about staff, teachers, and helpers is similar to that of the swimmers, including emergency contact details for next of kin, as appropriate. This ensures that we can contact the right person in case of an emergency and comply with safeguarding regulations.

How Will We Use the Information About Swimmers?

The personal data we collect about swimmers is used for the following purposes:

- Tailoring Activities: Staff, teachers, and volunteers use the information to understand each swimmer's needs and preferences. This helps us tailor activities to ensure that each swimmer receives the appropriate care and attention.



- Safety and Emergency Contact: The information helps staff make routine contact with parents/guardians and, where necessary, allows us to make rapid emergency contact in case of injury or medical situation. This ensures that accurate information can be provided to medical professionals if required.
- Recording Achievements: Swimmer achievements, such as badges, awards, and progress, are recorded and may be shared publicly (e.g., on our website or other Swim School materials).
- Sharing with Governing Bodies: Some data may be shared with county, district, and national swimming organisations to ensure compliance with safety regulations and meet the requirements for accident insurance. Data may also be shared with Go Cardless our payment provider platform.
- External Activity Providers: If swimmers participate in activities outside the regular lessons (e.g., events or trips), we may share relevant personal information with the third-party organisers to ensure the safety of the swimmers. In some cases, these external providers may require you to complete their own data collection forms.
- Please note, all data is exclusively used for Swim School activities and not for any unrelated purposes.

Access to Information

Under the General Data Protection Regulation (GDPR), Swimmers over the age of 18 or parents / guardians of swimmers in the swim school have the right to request a copy of the personal information Coventry Swim School hold about the individual. If you would like to receive this information, please contact us via the details below:

- Email: kyle.offer@coventryswimschool.co.uk
- ID may be asked for to ensure handing over of documents and data is delivered to the correct person.
- There may be a small charge to cover administrative costs for providing this service.

If any information Coventry Swim School hold is inaccurate or out of date, members have the right to request that Coventry Swim School correct or remove it. Coventry Swim School aim to ensure that all the personal information held is accurate and up to date.

How to Contact Us

Any questions regarding this privacy policy, or anything else can be directed to:

- Kyle Offer - Email: kyle.offer@coventryswimschool.co.uk / enquiries@coventryswimschool.co.uk