



# DORSET COUNTY ASA

## Privacy Policy

Dorset County ASA (hereinafter known as DCASA) respects your privacy and is committed to protecting your personal data. This Privacy Policy explains our commitments to you in compliance with the General Data Protection Regulation (GDPR, 2018) and how the personal information you entrust to Dorset County ASA is collected, stored, used and protected.

### What personal information does DCASA collect?

DCASA may collect the following personal information from its members and affiliated clubs:

- Personal contact details (name, title, postal/email address, telephone/mobile number) that allows DCASA to contact you direct;
- date of birth;
- gender;
- Swim England membership number and registered clubs;
- personal information from a third party that you have provided as part of the application process to participate in a competition or activity organised by DCASA;
- records of your interactions with DCASA such as telephone conversations, emails and other correspondence and your instructions to DCASA;
- records of attendance at competitions or activities organised by DCASA;
- competition results, rankings and assessments of affiliated athletes;
- images in video and/or photographic form and only with consent;
- credit/debit cards and other payment details you provide so that DCASA can receive or make payments, and records of financial transactions with you;
- disciplinary and grievance information submitted to DCASA.

### Special categories of personal information

DCASA may also collect, store and use more sensitive personal information regarding your health, including disability category, medical conditions, and health professional information which is collected and used by your explicit consent and in accordance with our legal obligation to provide Duty of Care.

### Where DCASA collects personal information

Personal information is collected by consent when members apply to participate in a competition or activity, when any services or products DCASA offers are provided and/or purchased, when a query or complaint is received or when you correspond with DCASA. Personal information may also be collected from a third-party preference that you provide as part of the application process to participate in an activity or competition.

### How does DCASA use personal information?

DCASA uses Personal information for the following purposes:

- To promote and manage the development of aquatic disciplines within the County of Dorset for which DCASA is responsible and to provide local opportunity to compete.
- To enable the administration of DCASA and deliver the obligations of DCASA, contractual or otherwise, for services and products.

- To facilitate the management of events and activities organised by DCASA, or provide other services requested by affiliated clubs and members of DCASA.
- To allow athletes, teachers, coaches, and affiliated club members to register for and participate in events and activities organised by DCASA.
- To comply with the registration and membership requirements of affiliated national and regional sports bodies.
- Where DCASA has a legitimate interest for doing so and/or legal obligations, for example to comply with Health & Safety regulations or Child Safeguarding requirements.
- For internal record keeping purposes.

#### **Where you have given us your consent**

Where you have given DCASA your consent to use your personal information in a specified manner, you have the right to withdraw this consent at any time; refer to 'How to contact Dorset County ASA'. Please note that withdrawal of your consent will not affect any use of the data made before you withdrew your consent and withdrawing consent may mean you will no longer be able to participate in an activity or competition.

#### **Does DCASA share your personal information with Third Parties?**

DCASA will not share personal information without consent, except:

- Where it is necessary to share with a service provider for the purpose of participation in an event or activity organised by DCASA or an affiliated body, or to provide services that an affiliated club or member has requested.
- Where DCASA has a legitimate interest for doing so, for example to provide Duty of Care and/or ensure a safe environment.
- Where DCASA has a legal obligation to disclose the information, to protect the legal rights of DCASA, or to prevent an illegal activity.

#### **Who are Third Parties with which personal information may be shared?**

Third parties that will receive your personal information as appropriate to and solely for the purpose of processing data relevant to the event or activity in which you are participating or the service you have requested are as follows:

- Swim England and Swim England South West.
- Appointed representatives of DCASA, for example Team Staff and Lead Referee.
- Any party approved by you, with prior consent.

#### **Who holds personal information submitted to DCASA?**

Personal information will be held by the appointed member of DCASA according to the function or activity for which DCASA has a legitimate interest in requiring that information. Full details are available from the DCASA Information Asset Register published on the DCASA website <https://www.dorsetasa.org/>

#### **How long will personal information be held?**

DCASA will retain personal information as follows:

- Administration – as per DCASA Information Asset Register
- Finance – records six years, other information as per DCASA Information Asset Register
- Disciplines – duration of membership/participation
- Competitions – maximum of 12 months, protest six years
- Development activity – maximum of 12 months
- Officials – duration of participation

- Welfare/Safeguarding – in accordance with ICO 2021
- Incidents/Accidents – minimum 3 years (adults) or for under 18s until attaining 21 years of age.

### How does DCASA secure and dispose of personal information?

Full details are available from the DCASA Information Asset Register which is published on the DCASA website <https://www.dorsetasa.org/>. The DCASA Information Asset Register is updated annually.

### Your rights in relation to personal information

You have the following rights in relation to your personal information:

- to be informed about how your personal information is being used;
- to access the personal information DCASA holds about you;
- to request the correction of inaccurate personal information DCASA holds about you;
- to request the erasure of your personal information in certain limited circumstances;
- to restrict processing of your personal information where certain requirements are met;
- to object to the processing of your personal information;
- to request that DCASA transfers elements of your data either to you or another service provider;
- to object to certain automated decision-making processes using your personal information, where applicable.

The rights of the Data Provider may be limited in certain circumstances, for example if in fulfilling a Data Provider's request it exposes personal data for another individual or would result in deleting data that DCASA is required to keep by law.

### The DCASA website and linking with Third Parties

The DCASA website is monitored to collect statistical user information only; no personally identifiable data is collected in this process. Typically DCASA collects information regarding the number of visitors there are to the website, to each web page, and when those visits occur. This information is used to understand what the visitors use the DCASA website for, and their main sources of interest. If you contact DCASA through the website you may receive a reply from DCASA as appropriate and, in which case, your message and uploaded details will be used only for the purpose given. The DCASA website may contain links to and from the websites of national, regional or county bodies, affiliated clubs or commercial partners of DCASA. Note that those websites will have their own Privacy Policy and will be the data controller for your personal information. DCASA does not accept any responsibility or liability for a third-party website or privacy policy.

### Changes to this policy

Any changes DCASA makes to this Policy will be posted on our website and where appropriate notified to you by email via your club. When the Policy is changed in a material way, the version date at the bottom of this document will be updated.

### How to contact us

To exercise any of your rights, if you have a query or concerns about DCASA privacy practices, your personal information or if you wish to file a complaint, you may contact DCASA as follows:

- By email: County Secretary [dorsetasa@gmail.com](mailto:dorsetasa@gmail.com)
- By post: County Secretary, c/o 22 Stibbs Way, Bransgore, Christchurch BH23 8HG.

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Last reviewed and updated 14 December 2024