



*Teaching the Island
to swim since 1865*

Privacy Notice for Jersey Swimming Club

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What personal data does JSC collect?

The data we regularly collect includes club members' names (swimmers and parents/Guardians where relevant), addresses, email addresses, contact telephone numbers, dates of birth and any health considerations. We collect this data directly from our members when you join the club.

For some of our members we may have additional information - such as teaching qualifications and/or DBS checks done with the member's knowledge and permission.

We collect the times from the events you compete at, which are displayed on the results page of our website (which is password protected) and used in maintaining the Swim England (ASA) national results and rankings.

What is this personal data used for?

We use members' data for the administration of your membership; the communication of information, and the organisation of events. We provide your data to Swim England (ASA) and other swimming clubs for their use as explained in the section below.

Your swim event timed data is used for entry into swim meets/galas in order to ensure you are swimming in the correct heat of the selected event.

Who is your data shared with?

Your membership data, containing First and Last names, date of birth and swim times per valid and completed event, is passed on to:

1. Swim England (formerly ASA), of which you become a member when you join the JSC and for which you will have a membership number. Swim England shares data to the public on its website.
2. Other swimming clubs, e.g. Tigers in order for swim events to be organised.

Information from your results may also be passed on to the Jersey Evening Post as part of a report on a swimming event.

Your personal data is not passed on by us to organisations other than those indicated above, whether or not connected with Swim England.

Where does this data come from?

Data for most of our members comes from you when you join the JSC and you complete an application form.



Swim meet/gala data comes directly from the results of the club events in which you compete.

We request updated information for each event entered.

How is your data stored?

This information is mainly stored in digital form on password protected computers and in the form of written documents securely stored at the JSC office at Fort Regent. We use Meet Manager as our data processor for the purposes of swim events.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under Article 24 of the Data Protection (Jersey) Law 2018 we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring the JSC discharges its obligations under the relevant legislation and regulation is the Team Manager.

Who has access to your data?

Members of the coaching team and elected committee of the JSC have access to members' data in order for them to carry out their legitimate tasks for the club.

Sub-contractors of the JSC may be given access to data for specific tasks, such as sending mailings, providing event reports (e.g. JEP articles). They are not free to use it for any other purpose.

What is the legal basis for collecting this data?

The JSC collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated, competitive sport.

Personnel data, collected from staff members of the club is kept in compliance with our legal obligations.

The JSC requires consent from members for the using/processing of personal data for the purposes of publishing results and providing the media with event reports.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Team Manager.

You can contact us with a “Subject Access Request” if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month from receipt of the request.

There is not usually a fee for this, though we may charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does JSC collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”. These can include details of religion, race, politics etc.

We do not record any such special data, the only data we record relates to the disabilities/health requirements of members who have explicitly requested it to be recorded for the purpose of ensuring they swim safely and giving them specific support in our competitions/being entered in relevant class of event. If you wish to change this data on your record you can do so at any time by contacting the Team Manager.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- If you wish you could become an “anonymous” member. This would involve you having a pseudonym under which you would swim. If you do this, however, you would not be able to access any Club or Swim England membership benefits such as swimming in events or entering JSC Club Championships.
- You could maintain your club membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could, for example, simply maintain an up-to-date email address, but of course this would limit what we are able to provide you with in the way of written information, so you would not be able to get any information in printed form or any other benefits that require a mailing address.
- You do not need to provide us with your date of birth unless you wish to enter swim events.
- You may choose not to receive information emails from the JSC (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your club membership by contacting the Club Manager.



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How long we keep your data for, and why?

We normally keep members' data after they resign or their membership lapses for up to 12-months, in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Since underlying statistical data, like times from swim events and records from swim events, continues to be necessary in relation to the purpose for which it was originally collected and processed, results from events are not deleted by the JSC although they will no longer be attributed to a swimmer who does not want their data to be kept.

Historical records, ranking lists and prize lists are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

We normally keep members' information after they die for up to 12-months. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

Can you download your data to use it elsewhere?

Your data currently cannot be downloaded. A file can be provided from Meet Manager but this will not include all your personal data held by the JSC. If this is required, please contact the Club Manager. The JSC is currently in the process of implementing a new membership system, Team Unify, which will ensure that a download of personal data can be provided.