



Orpington Ojays Swimming Club Data Protection

Every member of Orpington Ojays Swimming Club is required to complete a Membership form. The personal details that you provide to the Club are processed securely and are solely for the purposes of your involvement in the Club. The information will not be used for commercial or marketing purposes. Your details are securely held by select members of the Committee in both hard copy and electronic form.

By submitting your information onto the Membership form and becoming a member of the club you are consenting to your information being held by the club, and also to receiving information from the club, primarily by email, but also by phone, text or letter. This could include information regarding membership, training, gala information, social events etc. The information collected and held by the club include each swimmer's personal details (name, date of birth, current address), telephone number, email address, medical details, parents/ legal guardians names, and emergency contact details.

Data Protection Act

Orpington Ojays Swimming Club abides by the terms and conditions of the Data Protection Act.

The eight principles of the Data Protection Act are:

1. Fair and lawful processing of personal data
2. Processed for specified, lawful and compatible purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than necessary
6. Processed in accordance with the rights of the individual
7. Processed with appropriate security.
8. Not transferred outside the European Economic Area without adequate protection.

Changes to Membership Details

It is the responsibility of the individual member to ensure that all details are up to date. If there are any changes, please inform the Membership Secretary as soon as possible via email at membership@orpingtonojays.com.

Please note that when you cease to be a member of the Swimming Club your data will not be held for longer than necessary and will be destroyed.



Medical Details

The safety of all our members is of paramount importance to the club, therefore it is essential that the club are made aware of any health issues that could impact the safety of the swimmer, particularly during training sessions. The Club membership form requires every member to provide details of any health concerns that you feel the club should be made aware of. In addition, please provide details of any medication that may be required in relation to the health issue.

Any such medical information provided by you will be kept securely, both in hardcopy and electronically. Under the data protection act your explicit consent to hold such information is required and can be actioned as a result of your signature on the Membership form. Parental consent for the collection of data includes anyone below the age of 18 years.

Orpington Ojays are committed to ensuring compliance with the new General Data Protection Regulation (GDPR) which is coming in to place in May 2018.

For further information on GDPR please follow the link below:

<https://ico.org.uk/for-the-public/guide-to-the-general-data-protection-regulation-gdpr/>