



# **Oxford University Swimming Club (OUSC)**

## **Privacy Policy**

*This Privacy Policy is a general policy on privacy. Any time we ask for your information or obtain it indirectly, we will make clear the purpose and describe how it will be used.*

### **How do we collect personal data?**

- We obtain personal data directly from individuals who fill in our online forms.
- We may also obtain personal data indirectly, if at any time we do obtain personal data indirectly, we will inform you and describe how it will be used.

### **What categories of personal data do we collect?**

- Contact Details (e.g. name, age, mobile telephone number, university and home email and postal address)
- (Necessary) Medical Information (e.g. medical conditions, medications)
- Pictures or Video of training sessions or competitions

### **Why do we need personal data?**

- To make sure everyone is insured against damage and injury whilst training with us.
- To keep everyone as safe as possible whilst at OUSC sessions.
- To promote OUSC to prospective members and sponsors.

### **What lawful reason(s) do we have for processing your personal data?**

- **Contract** - We may process personal data in order to perform our contractual obligations, such as transferring your personal data to our insurer to comply with the contract set out by them.
- **Consent** - We may rely upon your freely given consent at the time you provided your personal data to us.

### **How is your personal data kept secure?**

We have put appropriate technical and organisational security policies and procedures in place to protect your personal data against loss, misuse, alteration or destruction. We aim to ensure that access to your personal data is limited to only those who need it. Those individuals who have access to your data are required to maintain the confidentiality of the information.

## **How long do we retain your personal data?**

We retain personal data to provide our services, stay in contact with you and to comply with applicable laws and regulations. Unless a different time frame applies due to specific legal, regulatory or contractual requirements, where we retain personal data in accordance with these uses, we retain personal data for 6 years. We will dispose of personal data in a secure manner when we no longer require it.

## **Do we share personal data with third parties?**

We may occasionally share personal data with trusted third parties for safety reasons or to sign an individual up to a competition with their consent, you can revoke this consent at any time. You can request the data that has been transferred by emailing our President, Max Anderson Loake ([max.andersonloake@keble.ox.ac.uk](mailto:max.andersonloake@keble.ox.ac.uk))

## **What are your data protection rights?**

- **Access** - You can ask us to verify whether we are processing personal data about you, and if so, to provide more specific information. To request a copy of any personal data OUYC may be storing, complete this form
- **Correction** - You can ask us to correct our records if you believe they contain incorrect or incomplete information about you.
- **Erasure** - You can ask us to erase (delete) your personal data after you withdraw your consent to processing or when we no longer need it for the purpose it was originally collected. To request the erasure of your personal data, complete this form
- **Right to withdraw consent** - You can withdraw your consent that you have previously given to one or more specified purposes to process your personal data by filling out this form. This will not affect the lawfulness of any processing carried out before you withdrew your consent. It may mean we are not able to provide certain services to you and we will advise you if this is the case.

## **Who can you contact for privacy questions or concerns?**

If you have questions or concerns about this Privacy Policy or how we handle personal data, please contact our President, Max Anderson Loake ([max.andersonloake@keble.ox.ac.uk](mailto:max.andersonloake@keble.ox.ac.uk)) or our Publicity Officer, Molly Aspinall ([molly.aspinall@st-hildas.ox.ac.uk](mailto:molly.aspinall@st-hildas.ox.ac.uk)).

## **Do we change this Privacy Policy?**

We regularly review this Privacy Policy and will post any updates to it on this webpage. This Privacy Policy was last updated 10<sup>th</sup> September 2023.