



# Hastings & St.Leonards Lifeguards

(supported entirely by voluntary donations)

[www.hastingslifeguards.org.uk](http://www.hastingslifeguards.org.uk)

charity Number 1147368

## GDPR Privacy policy

We are committed to respecting your privacy. This policy is to explain how we may use personal information we collect during your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it.

References to **we**, **our** or **us** in this privacy notice are to the **Hastings & St.Leonards Voluntary Lifeguard Club ("the Club")**.

### Membership:

The Club keeps members details (name; address; date of birth; nationality; phone number; email address; medical conditions etc) and for junior members next of kin. Members do need to keep this information up to date and notify the club of any changes.

Paper forms are kept securely in the Club's registered office until their annual renewal form is received. The previous form is then shredded. Digital information is kept on a laptop with an encryption package as well as being password protected.

The information is to keep members informed of all club activities.  
All group emails eg monthly newsletters are sent 'bcc' so that your email address is not shared with others on the mailing list.

The membership form includes an 'opt in' clause. Only members who 'opt in' will be included in the group mailing list.

The membership form also includes an 'opt in' or 'opt out' clauses for each of photographs and videos to be used for Club publicity purposes.

The club does not share members' personal details to with third parties (the only exception is where we are required to do so by law or the protection of national security to assist with their investigations or initiatives).

**Events including training:**

A register of those attending will be taken for training; safeguarding; and historical records (eg Club competition successes; Club and RLSS UK Honours).

**Correspondence:**

From time to time correspondence from / to members may need to be kept for record purposes. These will be stored in the same manner as membership information.

**Lifesaving qualification forms:**

These are required to be kept for two years by the awarding body (RLSS UK).

Candidate details are kept on the Club's database to inform them of updates and renewal courses.

A register of those attending will be taken for training to ensure the required content and hours are covered.

**Vocational qualification forms:**

These are required to be kept for seven years by the awarding body (RLSS UK).

These awards necessitate proof of identification documents such as passport and identity cards to be seen by Club officials. No copies are made or held in Club records.

These awards also require emergency contact details.

A register of those attending will be taken for training to ensure the required content and hours are covered.

Candidate details are kept on the Club's database to inform them of updates and renewal courses.

**Finance:**

The Club does not have access to members bank details.

**General:**

Emails to younger members are copied to the Club Chair and the Club Safeguarding Officer, and a parent / guardian.

Should the Club arrange attending an external event (social or training) then identification documents details of next of kin, Family members and emergency contacts, transaction and payment information, health and medical information will be required. This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event and comply with safeguarding guidelines.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

**Changes to this notice:**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

**Contacting us:**

In the event of any query in connection with the information we hold about you, please email [info@hastingslifeguards.org.uk](mailto:info@hastingslifeguards.org.uk)

**Uses made of the information:**

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time,

which you may do by contacting us as described in the "Contacting us" section above.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

**Data Protection Officer:**

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so.

The Club's management committee will oversee GDPR.

Version 1, May 2018

Version 2, Dec 2022