



Colne Road, Halstead, Essex CO9 2HR  
e-mail: [info@halsteadsc.co.uk](mailto:info@halsteadsc.co.uk) [www.halsteadsc.co.uk](http://www.halsteadsc.co.uk)

Date: 25/05/18

Dear Members

As many of you may be aware the General Data Protection Regulation (GDPR) will become effective from 25<sup>th</sup> May 2018. All organisations are required to review present policies and procedures regarding data collection and storage.

Halstead Swimming Club's basis for holding personal data as allowed by the GDPR is "Legitimate Interest" This means the club primarily holds data on members/volunteers which will only be used for club activities. As a club we need to gather and use information about our members. This personal information is stored safely and not disclosed unlawfully.

The absolute minimum data required by the club is member name, date of birth and postal address. E-mail addresses and telephone numbers are additional information requested to communicate with members. This personal data will be stored and used in line with the club's privacy policy.

A full copy of our Data Protection Policy and Privacy Policy can be reviewed on the club website under the noticeboard area, additionally a hard copy can be found on the club noticeboard at the pool.

Please Note: The clubs preferred level of communication is text messages circulated by the club secretary or when documents are included by e-mail. As part of the new legislation present members must be given the option to opt out of this form of communication. If any member would like to be removed from this listing, please put this instruction in writing to the club secretary by the 30<sup>th</sup> May 2018 requesting an alternative preferred method of communication.

All members who have personal data stored by the club are entitled to request copies of data held and the reason why. This process has been identified as subject access request. Any member that would like to review personal data is required to put this in writing addressed to the club secretary.



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Please feel free to contact Club Secretary Donna Hall or Membership Secretary Christina Southgate if you require any further information relating to GDPR and Halstead Swimming Club.

Club Privacy Statement:

*Halstead Swimming Club takes your privacy seriously and we will only use your personal information for legitimate Club purposes. For example, administrating membership, keeping you informed about Club news, events, fund raising, projects and activities, volunteering opportunities and registering teams with swimming leagues. We will keep your personal information for 6 years after your membership has lapsed. It is efficient and economical for the Club to contact you by email or telephone. However, we will only contact you by email or telephone if you have provided the Club with those details. Further information regarding our data protection policy can be obtained by contacting the Club directly or from our website.*

Yours Sincerely

### **Halstead Executive Committee**

Tim Rayner – Chair  
Donna Hall – Club Secretary  
Sue Craig – Treasurer  
Mat Bale – Vice Chair



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