

**Privacy/Data Protection Policy**

Every member of PWSG is required to complete forms that ask for personal data including medical information relevant to swimming. The details you provide are used solely for the purposes of your swim school membership and will never be used for commercial or marketing purposes. Your details are securely held in both hard copy and electronic form. This places a responsibility upon PWSG to protect this information in relation to the General Data Protection Regulation (the “[GDPR](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)”).

This Data Privacy Policy describes the way in which PWSG deals with the information and data you provide in order for us to manage your membership. We will process any personal data provided to us or otherwise held by us relating to you in the manner set out in this Privacy Policy. Information may be provided via the forms you fill in when joining, telephone calls, emails or any other means.

PWSG complies with its obligations under the “GDPR” by keeping personal data up to date. This includes storing and protecting personal data and destroying information no longer required securely.

The information and data which PWSG may collect, use and process includes the following:

• The information you provide to us by filling in forms, contacting us and any information you submit to us via email, text message, voicemail or telephone.

• Records of correspondence, whether via email, telephone or other means.

PWSG staff who have access to swim school members personal data must comply with the following.

Data must be:

* Fairly and lawfully processed.
* Processed for limited purposes.
* Adequate, relevant and not excessive.
* Information must be accurate, secure and remain confidential.
* Kept no longer than necessary.
* Processed in accordance with the data subject’s rights.
* PWSG staff are aware of the implications of disclosing personal information.
* Once a customer ceases to belong to PWSG their personal data is maintained for a maximum of seven years for tax purposes. After this time it is deleted from PWSG records data base.