



CREWE FLYERS SWIMMING CLUB  
Crewe Lifestyle Centre  
Moss Square Crewe CW1 2BB



MEMBERSHIP APPLICATION FORM	
Swimmers Name:	
Address:	Phone:
	Parents E mail:
Date of Birth:	Gender: Male / Female
Disabled category or Disability:	Ethnic origin: (Self-description)
1. Contact in case of emergency Name: Address:	Tel No:  Relationship:
2. Contact in case of emergency Name: Address:	Tel No:  Relationship:
Declarable medication:  Allergies:	Category of membership: Swimming Coach/Teacher/Official Administrator Social/Associate
Ability:	Club / County / Regional / National
Signed Swimmer	Date
Signed Parent/Carer (if under 18 years)	Date
Would you be prepared to become a volunteer helper Yes / No	What are your qualifications:
Please return to Club Membership Secretary:	Mrs. Maureen Edmeades

**PLEASE SIGN AND RETURN**



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## **PRIVACY NOTICE FOR OUR MEMBERS**

We want to make sure all the personal details we hold about you are safe and secure. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. We don’t need to have Data Protection Officer, but our committee has responsibility to make sure your details are safe. They can be contacted via the club secretary in case you have any questions.

### **1. WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?**

We might collect the following **personal details** about you during before, during or after your time as a member, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your birthday;
- your gender;
- membership details including when you signed up to be a member and any date you decide to leave us;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- any bank details belonging to you/ your parent or guardian so that we can receive payments from you and details of any payments you make;
- how you use our website and any passwords, user names and other things that may identify you to us online;
- records that tell us when you were at events or competitions;
- videos and photos of you;
- your passport or other ID cards;
- records of what level you compete at;
- details of family members, coaches and other people we might need to contact in case of an emergency;
- records of your rankings, gradings or ratings, including any competition results, what events you have attended and how well you are performing on any development programme you are registered to;
- any disciplinary information or details of any issues you have with us or we have with you.

### **2. SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also hold and use what is called “**special information**” such as your ethnic background and any information about your health or any disabilities that you have and we will only use this information if we have a really good reason to do so - “**special reasons**”. These are that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.



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**3. WHERE DO WE GET THIS INFORMATION FROM?**

We will normally collect personal information about you when you fill in a membership form to become a member of the club and join club organiser, or when you want to talk to us on the phone, by e-mail or in some other way.

**4. HOW DO WE USE YOUR INFORMATION?**

<b>What do we use your information for?</b>	<b>What type of information do we use?</b>	<b>What reason do we have to use it (this is the boring legal bit...)</b>
<b>To make sure your membership with us runs smoothly and we can provide the very best service for you.</b>	All contact and membership details, any chats we have had and your likes and dislikes.	We need all this information to make sure we do a good job in managing your membership with us.
<b>To provide you with merchandise or other services/ products you have ordered from us.</b>	All contact and membership details.  Your parent/guardian's payment information.	We need all this information to make sure you get the merchandise/products/services you ordered.
<b>To send you information based on the type of membership account you have with us such as details about galas competitions and events we are running, offers and discounts and any updates on swimming.</b>	All contact and membership details.	We need all this information to make sure we do a good job in managing your membership with us.
<b>To send you other information we think you might like or which you have asked us to send to you.</b>	All contact and membership details and your likes and dislikes.	Only where you have told us you want to receive this type of information.  If you are under the age of 13 your parent or guardian must have given their consent to allow us to send you marketing messages.
<b>To help you if you have a question or you are not happy with something we have done.</b>	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.
<b>We will keep all of your details on our files.</b>	All of your personal details.	It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to.  If we use any ' <b>special information</b> ', we will only do so on the basis of one of the ' <b>special reasons</b> ' above.



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<p><b>To protect our IT systems.</b></p>	<p>Details about how you use our website.</p>	<p>It is in our interests to make sure that our IT systems are safe and secure for everyone to use.</p>
<p><b>We occasionally carry out research on what events you have attended to understand what is 'on trend'.</b></p>	<p>Details of the events and competitions you have attended.</p>	<p>It is in our interests to make sure that our membership is targeted and relevant for you.</p>
<p><b>To promote the sport, our events and membership packages.</b></p>	<p>Any photos or videos of you.</p>	<p>Only where you have told us you are happy for us to use your photos.</p>
<p><b>To make sure we are keeping up with health and safety.</b></p>	<p>Details of the events and competitions you have attended.</p>	<p>It is in our interests to make sure we provide you and others like you with a safe place to play your sport.</p> <p>Sometimes we may have to keep your details because the law tells us we have to.</p>
<p><b>To register you on to and keep track of any events and competitions you attend.</b></p>	<p>Details about your performance (but we won't use any <b>'special information'</b>) and the events or competitions you have attended.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p>
<p><b>We will use your details to assess your performance and to find out what else we can do to help you improve your development and training with us.</b></p>	<p>Details about your performance and the events or competitions you have attended.</p> <p>We might also hold details about your health and any club or county membership.</p>	<p>We need all this information to make sure we do a good job in managing your development through the performance programme.</p> <p>If we use any information about your health, we will only do so on the basis of one of the <b>'special reasons'</b> above.</p>
<p><b>To arrange for any trip or transportation to and from an event.</b></p>	<p>Any ID cards or passport information you give us, details of family members and emergency contacts, your parent/guardian's payment information and details about your health.</p>	<p>We need all this information to make sure we can make arrangements for any trip you go on.</p> <p>If we use any <b>'special information'</b>, we will only do so on the basis of one of the <b>'special reasons'</b> above.</p>
<p><b>We might use details about your health (including any injuries or disability) to make sure you are involved in a safe environment by making changes to the design of our</b></p>	<p>Details about your health.</p>	<p>We will only use this <b>'special information'</b>, on the basis of one of the <b>'special reasons'</b> above.</p>



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sports facilities and to ensure you are well enough to participate.		
To put together all the information we need in case there are any disciplinary or other issues with your membership.	All of your personal details.	It is in our interests to make sure we provide you and others like you with a safe and fair place to play your sport.  If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.
To make sure we are fairly offering opportunities to everyone.	Name, your birthday, gender, information which part of the world you or your family are from, details about your health and performance.	It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from  If we use any 'special information', we will only do so on the basis of one of the 'special reasons' we talked about above.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about any criminal convictions and offences	For criminal records history we process it on the basis of legal obligations or based on explicit consent.

For some of your personal information, if you do not provide it, we may not be able to admit you as a member or we may not be able to properly perform our membership service or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not, then we may not be able to properly provide you with a good service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting the club secretary. Please note however that the withdrawal of your consent will not affect any use of your information 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. 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.

**5. HOW CAN YOU STOP US FROM MARKETING TO YOU?**

Sometimes we may wish to contact you by email, post or text message to tell you about things we think you might like. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time by letting us know. **Also look out for the link at the bottom of any messages we send you which will also put a stop to any messages.**

**6. WHO ELSE MAY USE YOUR DETAILS?**

We may send your details to others to help us run our organisation. These are:

- **Anyone you have said you are happy for us to send your details to.**
- **To any local, regional, national body or governing body:** to help us to improve and keep an eye on developments in the sport.
- **The Government or relevant regulators:** where the law tells us to do so or to help them with any investigations.



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- **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

**7. ARE YOUR DETAILS SAFE?**

We have put in place measures to make sure your details don't go missing or get used in a way they shouldn't be. ***Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe?*** That is why we don't share your personal details to anyone outside of the UK and the European Union.

**8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons, but most of the time, we will keep your details for 6 years after you last get in touch with us.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this through club organiser or by contacting us.

**9. WHAT ARE YOUR RIGHTS?**

***Did you know you can ask us to do lots of things with your details?***

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you swim at for example;

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

More information about these rights can be found online here <https://ico.org.uk/for-the-public/>.

**10. HOW CAN YOU GET IN TOUCH?**

Keep an eye out for changes to this notice online. If you have a question or a complaint, you can always get in touch with one of our team at [enquiry@creweflyers.co.uk](mailto:enquiry@creweflyers.co.uk).