

Paul Howe Swim School (PHSS) Privacy Notice

Purpose

This privacy notice explains the standards that you can expect from Paul Howe Swim School when we request or hold personal information ('personal data') about you and your child; how you can get a copy of the information we have collected about you and your child; and what you can do if you think the standards are not being met.

Paul Howe is the data controller for personal information. **Paul Howe** collects and processes personal data for the purpose of providing swimming lessons.

About personal information

Personal data is information about you as an individual and your child.

We know how important it is to protect your privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

We only process personal data that is relevant to the swimming lesson services provided. This may include: you/ your child's:

- name
- email address
- telephone number
- health diagnoses and information about these conditions including triggers and strategies
- next of kin details in the event of an emergency
- list of medication/ side effects

Purpose of processing and the lawful basis for the process

Information is processed for the purpose of providing swimming lesson services and the lawful basis is Article 6(1)(e) of the General Data Protection Regulation, which reads as follows:

'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'.

Who the information may be shared with

We should not need to share any personal information. If the need arises, we would seek your consent to share the information.

Details of transfers to third country and safeguards

It is not necessary to transfer personal information overseas in the course of providing swimming lesson services and therefore these aspects of data protection law are not relevant.

Retention period for information collected

Your information will only be retained for the duration you/ your child is:

- on the PHSS waiting list
- actively partaking in lessons
- taking an agreed and defined break from lessons.

After this period(s), your personal data will be destroyed. Any re-admittance to PHSS, would require a new referral form to be completed.

Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. See more information on making a subject access request at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>.

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive;

- You can withdraw consent at any time, where relevant;
- You can lodge a complaint with the supervisory authority;
- We will protect it and make sure no unauthorised person has access to it;
- We will only share it with other organisations for legitimate purposes where appropriate and necessary;
- We will make sure we don't keep it longer than is necessary;

- We will not make your personal data available for commercial use; and
- We will consider any request from you to correct, stop processing or erase your personal data.

You can get more details on:

- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- How to make a complaint.

Complaints

When we ask you for information, we will keep to the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk