



Open Water Swimming Coach

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Open Water Swimming Coach
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Privacy Notice - January 2020

This Privacy Notice aims to clearly explain how we use, store and manage the data that we have about you in line with the General Data Protection Regulation (GDPR) which came into force in May 2018. If you would like more information or to discuss any of the information that follows, please contact Tamara directly.

The type of data we collect

At your first appointment Tamara will ask you to complete an initial information form. This form asks for:
Personal data (such as name, date of birth, address, contact numbers)
Special Category data (such as medical history, lifestyle information)

Why we collect this data

Most of these details are needed to help ensure that it is safe to undertake a coaching session with you either in open water or a pool environment. Some of these details are requested so that Tamara can ensure that your coaching session is tailored specifically to your needs and that it helps you to meet your swimming goals. In addition, details are requested so that Tamara can ensure you receive up to date information on the latest news and offers from TT Open Water Swimming Coaching. You will be asked to give your consent for this. If you do not want to receive this type of communication, you do not have to agree. Tamara will still be happy to offer you a coaching session without prejudice.

The lawful basis on which we use your information

For Special Category Data,

GDPR Article 6(f) – Processing is necessary for the purposes of legitimate interests

For other data,

GDPR Article 6(a) – You have given explicit consent for us to process your data for specific purposes

You can withdraw your consent at any time without prejudice. To withdraw your consent please contact Tamara directly.

Storing your information

Your information form and any ongoing updates to the original form will be stored electronically on a password protected laptop to which only Tamara has access. Unless required for insurance purposes, information will be retained for 12m following your last session with Tamara after which time it will be deleted.

If clients consent to receiving information about (a) bookings and/or (b) promotions and special events, their details will be added to a spreadsheet for ease of managing communications. The spreadsheet is a password protected document stored on a password protected laptop to which only Tamara has the passwords.

Sharing information

Please rest assured that Tamara will never share, sell or otherwise pass on your information with anyone. Your details are kept confidentially at all times. The only exception to this would be where there are concerns of a Safeguarding nature.

Requesting access to the information that we hold about you

You have the right to ask for a copy of the information we hold about you. If you would like a copy of this information, please make your request in writing directly to Tamara Turchet.

Requesting information to be deleted

You have the right to ask for your data to be deleted from our records. If you would like to arrange this please make your request in writing directly to Tamara Turchet. Please be aware that we may need to retain certain information for insurance purposes.

Your rights under the GDPR

The GDPR grants several very specific rights to people relating to how their information is collected, held or processed by businesses. For more information about your rights under the GDPR please visit the Information Commissioner's Office website at <https://ico.org.uk/for-the-public/>