

All National Squad Members

**Privacy Notice – Medical and dietary Supplementary information Clause.
To be used in addition to the Scottish Swimming Members Privacy Policy.**

What we need

Scottish Swimming issues a Privacy Policy to all members. This clause is in addition to the privacy policy.

This clause applies to all swimmers selected for the District Regional Program (DRP) and the National Squads. The following information will be collected:

- Medical details – details of relevant medical conditions
- Details of medication being taken
- Dietary requirements/allergies
- Details of supplements being taken
- Passport details if travelling by plane or internationally

It is the responsibility of the swimmer to advise Scottish Swimming if there is any change to the above information.

Controller of your personal information

For the DRP swimmers – the District representative will be the controller of your personal information. For all other National Squad members, Scottish Swimming will be the controller of your personal information.

Why we need your personal information – contractual and legitimate purposes

These purposes are detailed in the Scottish Swimming Members Privacy Policy.

We require medical detail relating to our members for the purpose of all relevant staff being made aware of members' specific medical conditions. In addition it helps with planning training programs and allows the members' personal requirements to be taken into account when travelling/training away from home

Who we share your personal information with

For DRP members, your information will be shared with the specific Scottish Swimming staff appointed to the squad.

For National Squad Members your information will be shared with your squad's appointed staff.

For all Squad members some relevant information may be shared with travel companies as and when required to assist with making travel arrangements.

Scottish Swimming may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive and **sportscotland**.



We may also share personal information with our professional and legal advisors for the purposes of taking advice.

How we protect your personal information

Your personal information is stored on relevant manual/electronic filing system and our servers based in the UK, and is accessed by our coaches & committee for the purposes set out above. Scottish Swimming has a separate Data Protection Policy, which can be found on our website.

How long we keep your personal information

We will only keep your medical personal information for as long as necessary to provide you with support.

Your rights

You can exercise any of the following rights by emailing to us at DP@scottishswimming.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to object to and/or request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by your team manager will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk

