



CG SWIM SCHOOL

CG Swim School's GDPR Policy

Last updated: September 2021

What is GDPR?

The GDPR (General Data Protection Regulation) is a regulation in EU law on data protection and privacy for all individuals within the EU and EEA. At CG Swim School we are dedicated to protecting our customers' personal data and only collect information we feel is necessary. It is stored securely and is only shared between staff during the period of enrolment for health and safety purposes. It is held for a duration of 3 years for tax, research and statistical purposes though.

Information we collect

When enrolling for swimming lessons or onto a crash course, we ask for each swimmer's name, date of birth, address, emergency contact details and medical requirements. These are essential for the safety of our swimmers and instructors, so that all necessary staff are correctly informed. This data is stored securely and is only accessible by relevant staff members. It is only collected and held with the swimmer's consent.

Other permissions

Before swimmers are allowed to enter the pool for their first lesson, they are required to read and agree to our Health and Safety Terms and Conditions. These are signed by each swimmer (or their parent or guardian if they are under the age of consent) and are also kept securely. Lastly, from time to time we like to update our website and social media sites with images or videos taken during lessons, and/or use them in printed advertising. We collect permission for this and will only use images of the swimmers we have consent from. This consent can be withdrawn at any time and we will adhere to our swimmer's requests.

New - CoursePro

We are in the process of setting up a new system, CoursePro, which will be used for all our class bookings, assessments, payments, registers, etc. It will only be accessed by relevant members of staff, and each family will be able to see their own details. We maintain strict confidentiality of your personal data and want to reassure you that your data will remain protected. In fact, this will mean that your data will be more secure than ever, as we will no longer need paper copies of our registers. These will all be online and only accessed by our team with password access. **We do want to clarify though, that specific members of the Course Pro development team will be involved in this process and able to access your information.**

If you have any questions or concerns about this, please do not hesitate to contact us on calum@cgswimschool.com