



January 2021

Your privacy

I take your privacy seriously

By giving me certain private information about yourself, you are trusting me to look after that information. I take that seriously, which is why I take steps to safeguard the information you give me and make sure you are happy with how I use it. This privacy policy sets out:

- Why I collect personal information
- What sort of information I store
- How I look after that information
- How I use that information

Please read through carefully and contact me if you have any questions. If you want me to show you your personal data or destroy it, please email me row@outdoorswimcoach.com

This privacy statement applies to the information you give me by email, through Facebook messenger and in person.

Who am I?

My name is Rowan Clarke. I operate as a sole trader under the name **Rowan Clarke Outdoor Swim Coach** which is registered to my home address. I will share my address if you require.

What information do I collect?

Before you swim with me either as a one-to-one or group, I collect information via my online waiver. I ask you to fill this in online ahead of your session.

It's likely that we will also communicate via email. You may also use the 'contact me' facility on my website, outdoorswimcoach.com, which sends directly to my email.

The data that I collect is:

- Your name
- Your contact details
- Your next of kin's name and contact details
- Your doctors name and contact details
- Medical history
- Details of medication that you take
- Outdoor swimming aims and history
- Details about your lifestyle



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How do I use personal information?

When taking part in cold water swimming, it's important that I know certain pieces of information for the sake of your safety. I use your data for the following reasons.

- To contact you about our sessions.
- To send you information about future sessions that you might find interesting (you have to opt in).
- To make me aware of your physical and medical profile, and to help me understand how to tailor your swimming session.
- So that if you have an accident or become ill I can:
 - Contact your next of kin;
 - relay important information about your health and medication to medics and emergency services.

What legal basis do I have for processing your personal data?

I will process your data under the following legal grounds:

- **Consent:** I ask for your consent to store your details, contact you for marketing purposes, take your photo and share it on my web page and social media. You can email me at any point and ask that I destroy all personal data that I hold for you.
- **Contract:** the agreement between you and I is that I use your data for the purposes of giving you coached open water sessions safely.

When do I share personal data?

I treat your personal data confidentially and will never share it with anyone other than medics and emergency services.

The **only** circumstances under which I would disclose or share any of your personal data is if you were to have an accident or be taken ill and I needed to tell medics about your health conditions and any medications you were taking.

How do I secure personal data?

I take measures to protect personal information keeping it in password-encrypted files online and on my personal home computer. Nobody has access to these files other than me.

How long do we keep I personal data for?

I will keep your data for up to 12 months after you first contact me so that you have the opportunity to have another coached session without filling in new forms. After this time, or at any time you ask me, I will:

- Delete any electronic files or emails.



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At the end of each outdoor swimming season or year, I delete both my email history and all the waivers that I hold.

Your rights in relation to personal data

Under GDPR, you have certain rights to access and control your personal data. That means that at any time you can:

- ask to see what data I have about you
- correct or delete personal information
- withdraw your consent
- restrict what I can do or raise an objection
- lodge a complaint with the Information Commissioner's Office

How to contact me?

The best way to get in touch if you have questions or concerns about my privacy practices, your personal information, or to file a complaint is by email – row@outdoorswimcoach.com