##### **Swim With Kelc Privacy Policy.**

This privacy policy sets out how Swim with Kelc governs the privacy of its customers.

Swim with Kelc is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using the social media website or our registration forms, then you can be assured that it will only be used in accordance with this privacy statement.

##### What do we collect?

When you register with Swim with Kelc, we collect data including: name, date of birth, email and telephone contact details, relevant medical information, emergency contact details and swimmer related details.

##### Why do we collect this data?

We collect this information in order to operate and provide the best service possible to our customers, including:

* Effective communication about lessons/training sessions and changes to scheduled activities, such as cancellation and amendments.
* Re-enrolment information including term dates and fees etc.
* To be able to contact the relevant details in the event of emergencies.
* Teachers being fully informed of medical conditions of customers when having lessons/training.

##### Security.

We are committed to ensuring that your information is secure. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Information Requests - Data subject access requests (DSAR’s)

You may request details of personal information which we hold about you under the Data Protection Act 1998 and subsequent regulations (such as GDPR 2018). If you would like a copy of the information held on you please contact Swim with Kelc and we will handle your request within the regulated timescales (maximum one month). You will be required to show identification upon request.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible. We will promptly correct any information found to be incorrect. If you believe that information is being held about yourself without legitimate grounds, then you have the right to request this data to be deleted. Please do so by emailing us.