



DATA PROTECTION POLICY

What data is collected?

To participate in sessions or events through Fish 2 Water, you are required to complete forms fully which may include personal and identifiable details including:

- Name
- Address
- Age
- Date of Birth
- Emails, telephone numbers etc
- Relevant medical information
- Emergency contact information – including name(s), address, and telephone number(s)

How your details are used?

- In the case of a medical emergency, your details may be shared with emergency services, along with your next of kin details
- Medical details and medication are an essential part of any handover to the emergency services should the need arise
- Fish 2 Water will never use your data to contact you for marketing or events unless permission is given by you
- Fish 2 Water may contact you directly if changes to a session or event occur that you are booked on to, which require your personal attention

It is your responsibility to inform Fish 2 Water if any of your details change before your next swim session / event.

Fish 2 Water will not be held responsible for any incorrect information held that has not been updated in accordance with this policy.

How your details are stored?

- Fish 2 Water will never sell, give, or allow your data to be accessed by any other company without your consent
- Your details will be stored in compliance with Data Protection Regulations
- Only specific individuals within Fish 2 Water will have access to this information
- At least one of these individuals will be present at any given event or session

Your details will be stored for a maximum of 2 years after your last course or session with us and then destroyed. After this time, you will be required to complete a new declaration form to continue participating in sessions or events Fish 2 Water.

Your right to access information held about you

- You have the right to request a full Data Subject Access Request from Fish 2 Water at any time. This is a full disclosure of any information that is held about you. This is free of charge and will be provided within 1 calendar month of the request.
- Please send all DSAR's via email to fish2water@hotmail.com. If you have any questions, please contact Dee Harmer – Head Coach

Monitoring and Review

Fish 2 Water will regularly review this policy and the procedures for any improvements as part of our quality assurance requirements. This will ensure it is fit for purpose, reflects the services and training we deliver to our learners and we provide services and courses which are relevant to the requirements of individual needs. Regular reviews will ensure that we are adhering to our quality policy statement.

Policy issue date: 01.02.2022 Policy review date: 01.02.2023

Dee Harmer

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