Merworld Swim School is committed to preserving your privacy. Please read the following privacy policy to understand how we use and protect the information that you provide to us.

## Introduction

We protect your personal data in line with the requirements of the [General Data Protection Regulation (GDPR)](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN). The GDPR requires data controllers such as ourselves to document our lawful basis for processing personal data. It also gives you rights over how your data is processed. This privacy policy documents the data we collect, why and how we process it, and how to exercise your rights.

### Data controller

The data controller responsible for Merworld Swim School is Victoria Barker, who can be contacted at 19, Bluebell Drive, Lower Stondon, Bedfordshire. SG16 6NN, United Kingdom.

### Lawful basis for processing

Where we collect personal data, this privacy policy documents our lawful basis for processing the data. Where we rely on your consent to process your data, we explain how you can withdraw your consent and delete your data.

### Individual rights

The GDPR gives you rights over how your personal data is processed. You can exercise your rights by contacting us. If you have a concern about the way we have processed personal data, or wish for it to be removed from our records, please contact us at victoria\_barker@hotmail.co.uk.  If you’re unhappy with a response from us about how your personal data is processed, you can complain to the Information Commissioner’s Office

Data Collected

When you make a booking or make an enquiry via telephone, email, post or facebook we collect your data. This may include contact details, medical details, clothing sizes. These are used in relation to Merworld sessions you are attending or to communicate other Merworld activities. These are stored on a Merworld laptop and backed up on external hard drives. In some instances they are held in icloud storage, survey monkey, Messenger, facebook and Hotmail. Please refer to their respective privacy policies.

We process your photographs and videos.  The legal basis for this processing is consent. Your photographs and videos are stored on a Merworld laptop and backed up on external hard drives. In some instances they may also be stored in icloud storage, Hotmail and We Transfer. These are held by Merworld for 3 months and then deleted. They may also be shared through social media such as facebook, Messenger and instagram. Please refer to their respective privacy policies.

### Disclosures

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

### Changes to this privacy policy

We may occasionally make changes to this privacy policy. Following any changes, the date at the foot of this privacy policy will be updated. If any change allows for wider access to data, such changes will only apply to data collected after the date of the updated privacy policy.

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