

SETTLE AREA SWIMMING POOL

Kendal Road, Giggleswick, Settle,
North Yorkshire BD24 0BU

www.settleswimmingpool.co.uk

APPLICATION FORM FOR SWIMMING LESSONS

Please would you complete the details below to enable us to process your booking for swimming lessons. All details supplied will be held in confidence and only in the cases of emergency will be supplied to the relevant emergency services. Details may be held on a computer database together with the details of awards, the candidate has obtained. You may request a copy of this information under the data protection act.

NAME:

DATE OF BIRTH

(IF UNDER 16 YRS):

ADDRESS:

.....

.....

E-MAIL ADDRESS:

TELEPHONE NUMBERS

HOME:

WORK:

MOBILE:

DETAILS OF ANY

ILLNESSES OR CONDITIONS:

DOES/HAS YOUR (This question must be completed!)

CHILD RECEIVED LESSONS PRIOR TO COMPLETING THIS FORM?:

COURSE(S) APPLIED FOR

WITH PREFERRED DAYS AND TIMES:

The details given above are accurate and I authorise attendance at this course.

Signature of Parent/Guardian:

(If under 16yrs)

Date:

From time to time, we may send you by e-mail details about courses, news and activities at Settle Pool. Please tick the box if you wish to receive this information.

OFFICE USE ONLY

Student Number.....

Date place offered.....

Class..... Day..... Time.....

Swimming ability.....

Privacy Notice – Settle Area Swimming Pool (Subscribers and swimming lessons)

Settle Area Swimming Pool ('the Pool') is a data controller, and this notice provides details of the information that we collect from you, what we do with it, and who it might be shared with.

What information do we collect from you?

When you join as a Subscriber, either for yourself or members of your family, we will collect your name, and contact details including home, email addresses and telephone numbers. We will also collect details of how you wish to pay your subscription. If you are applying for swimming lessons, we will also ask you whether you or your child has any health conditions that you think that we should know about. You will be asked whether you want to receive information about activities and news about the pool by email. But you do not have to agree to this, and you can unsubscribe from this service at any time.

Why do we collect this information?

Your name and other identifying particulars are requested so as to register you as a Subscriber so as to use the Pool for yourself or your family. If you are applying for swimming lessons, details of any health conditions are requested, so that our staff can make any reasonable adjustments on account of those conditions. If you agree to receiving information about the Pool by email, this will include news, courses and other activities.

Who might we share this information with?

The Pool will not share any of the information that it holds about you with any third party, unless you have given your written consent, or if otherwise this is permitted by law (for example if emergency medical treatment is required).

What do we do with your information?

The information that you have provided will be held by the Pool and will only be accessed by authorised staff. We will only use the information that you have provided for the purpose of your subscription or application for swimming lessons and will not use it for any other purpose, unless we have your consent, or this is provided by law.

How long do we keep hold of your information?

The Pool will keep hold of your information in accordance with the following rules:

- For the duration that you have swimming lessons or subscription membership, or agree to receive emailed information about the Pool.
- After you have ceased to have swimming lessons or ceased to be a subscriber, or receive emails, based on any legal and regulatory requirements.
- In the event that an application is refused, in case of queries, for as long as necessary to deal with any queries that you may have.

How can I access the information you hold about me?

By making a Subject Access Request and writing to the Pool Manager, Settle Area Swimming Pool, Kendal Road, Giggleswick, Settle, North Yorkshire BD24 0BU. You may be asked for details to confirm your identity. You also have the right to complain to the Information Commissioner's Office as it can investigate compliance with data protection law: www.ico.org.uk