



# Cathal Brugha Swimming & Water Polo Club



## Membership Form

Please complete all details and return to the Membership Secretary at:

Wally Clarke, 25 Beechill Park West, Belfast BT86NU  
email: [wally.clarke@yahoo.co.uk](mailto:wally.clarke@yahoo.co.uk)

Swim Ireland Number (if existing Member)

### SECTION A: MEMBER DETAILS

Title:		Address 1	
First Name:		Address 2	
Middle Name:		Address 3:	
Surname:		Town:	
Date of Birth:		County:	
Gender		Country:	
*Phone:		*Mobile:	
*Email:			

\*Please note: If the member is U18 contact details (phone, email, mobile) should be the parent/carers

Is this person the head of family Yes / No If not can you enter the SI ID of the head of their family (21+)

### SECTION B: MEMBERSHIP CATEGORY APPLIED FOR (Fees Details at Section H)

Seniors	Please Indicate Membership Category Being Applied For		
		Juniors & Volunteers	
SENIOR MEN & WOMEN (Waged)	YES / NO	Junior Aged 14 and under On 1 <sup>st</sup> Jan 2018	YES / NO
SENIOR MEN & WOMEN (Un-waged)	YES / NO	Intermediate Aged 15-18 On 1 <sup>st</sup> Jan 2018	YES / NO
Senior Dev. Squad (Senior: Division 2 or 3)	YES / NO	Volunteer (Non-Playing Members)	YES / NO

### SECTION C: MEDICAL INFORMATION

Please detail below any important medical information that our coaches/team managers should be aware of (e.g. epilepsy, asthma, diabetes, allergies) **Please do not leave blank** – If there is no information please write 'None'

## SECTION D: EMERGENCY CONTACT DETAILS

Please indicate the information below to indicate the persons who should be contacted in the event of an incident/accident

Emergency Contact 1 Name:	
Emergency Contact 1 Relationship:	
Emergency Contact 1 Tel. Number:	
Emergency Contact 2 Name:	
Emergency Contact 2 Relationship:	
Emergency Contact 2 Tel. Number:	

## SECTION E: PHOTOGRAPHY & VIDEO

In accordance with the Swim Ireland Filming and Photography policy, we only permit photographs, video or other images of children/young people to be taken with consent.

Photographs/videos will be taken by an appropriate person appointed to do so by Cathal Brugha Swimming & Water Polo Club. Any images will be used, held and stored in accordance with the Swim Ireland Filming and Photography Policy as specified in latest version of the Swim Ireland Safeguarding Polices. No child/young person will be identified individually in any published image or film footage.

Cathal Brugha Swimming & Water Polo Club request permission to photograph and/or record video footage of your child's involvement in their sport for the purposes of publicising and promoting the club and/or sport.

## SECTION F: CLUB PRIVACY STATEMENT

Cathal Brugha Swimming & Water Polo Club take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current future data protection legislation.

Please read the full privacy notice carefully to see how Cathal Brugha Swimming & Water Polo Club will treat personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent unauthorised access.

Please see attached to this membership form Cathal Brugha Swimming & Water Polo Club privacy statement (also available to download from the Downloads page of our website at [www.cathalbrughawaterpolo.com](http://www.cathalbrughawaterpolo.com) )

## SECTION G: DATA SHARING WITH SWIM IRELAND

When you become a member of or renew your membership with Cathal Brugha Swimming & Water Polo Club you will automatically be registered with Swim Ireland through the Swim Ireland online membership database. We will provide Swim Ireland with your personal data which they will use to enable your personal access to the membership database. Swim Ireland will contact you to sign in and update your profile (which, amongst other things allows you to set and amend your opt-ins and privacy settings). It is vital therefore that a valid email address is given, so that you can ensure that your data is correct and so that your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with Swim Ireland, please view the privacy policy on the Swim Ireland website or on sign up through the online membership database you will be presented with the relevant policy.

## SECTION H: CLUB FEES

### Senior Members Club Fees

Despite increased costs, we have managed to maintain the current level of Senior Club fees for the incoming season 2018/19, which have been in place since 2013. These fees will apply at least until our Annual General Meeting (Feb 2019), when fees will undergo an annual review. Annual fees to be paid/set up before 30<sup>th</sup> September 2018 (Cheques payable to Cathal Brugha SC)

Members wishing to pay by Standing Order for the first time, or to alter amount or change payment date, should complete the enclosed bank mandate and return it to the Wally Clarke, Membership Secretary.

Playing Squad	Annual Fee (to be paid before start of season)	Standing Order <i>(available only if standing order maintained over 12 continuous months, otherwise full annual fee is required)</i>
<b>Senior Men &amp; Women</b> (aged 19 or over on 1 <sup>st</sup> Jan 2018)	£504.00	Standing Order £42 per month
<b>Senior Men &amp; Women – Unwaged</b>	£360.00	Standing Order £30 per month
<b>Senior Development Squads</b> (Seniors playing Div 2 or 3 exclusively, alongside junior members)	£300 waged £240 unwaged	£25 monthly (waged) £20 monthly (unwaged)

### Junior Members Club Fees

Annual fee is £50 per member (to cover Swim Ireland registration etc.), if there are 3 or more junior family members then the annual fee is a maximum of £110 for all.

Annual are fees to be paid before 30<sup>th</sup> September 2018 and a maximum of 4 weeks after registration by a new Member (Cheques payable to Cathal Brugha SC). Registration will be available at Falls Leisure Centre each Friday evenings (7pm-8pm) during September 2018. Part Year Fees are available for late joiners - £40 joining Feb/March & £30 for April/May joiners.

Parents wishing to pay their weekly fees by Standing Order for the first time or to alter the amount or change the payment date should complete the enclosed form and return it to the club Secretary. Standing order discounted fees are £10 and £20 per month respectively, for a single (1 hour) or double (2 hours) weekly training session.

Parents/Guardians of ALL Junior/Intermediate members must complete and sign a Membership Form. Registration forms need to be filled out every year to maintain our compliance with Swim Ireland regulations and data protection legislation.

Category	Annual fee	Weekly Payment	Monthly cash/cheque	Standing Order
<b>Junior Aged 14 and under</b> On 1 <sup>st</sup> Jan 2018	£50.00 (includes Swim Ireland & Swim Ulster Fees)	£3.50 per training session	Monthly Cash or Cheque £12.00	Standing Order £10 per month (access to 1hr pool training per week)
<b>Intermediate Aged 15-18</b> On 1 <sup>st</sup> Jan 2018	£50.00 (includes Swim Ireland & Swim Ulster Fees)	£3.50 per session	Monthly Cash or Cheque £24.00	Standing Order £20 per month (access to 2hrs pool training per week)

## SECTION I: AGREEMENTS & CONSENTS

Cathal Brugha Swimming & Water Polo Club recognises the need to ensure the welfare and safety of all young people in our sport. Please tick the appropriate boxes below to confirm the declarations.

I agree to abide by the Swim Ireland Safeguarding Policies (latest update) and Rules of Swim Ireland and Club?	<input type="checkbox"/>
I agree to abide by the relevant code of conduct as laid out by Swim Ireland and Cathal Brugha Swimming & Water Polo Club?	<input type="checkbox"/>
I have never been asked to leave a sporting organisation? (If you leave blank, we will contact you in confidence)	<input type="checkbox"/>

By ticking the boxes below, you consent to the following:

I consent to my special category personal data provided in Section B to be shared with coaches/team managers or other appropriate personnel for the purposes of the delivery of safe participation in club activities.	<input type="checkbox"/>
I consent to my emergency contact details to be shared with coaches/team managers or other appropriate personnel in the case of an emergency.	<input type="checkbox"/>
I confirm that I give permission to be filmed and/or photographed. Photographs and/or video may be used in accordance with the Swim Ireland Filming and Photography Policy.	<input type="checkbox"/>
I confirm I have read and understood the Cathal Brugha Swimming & Water Polo Club privacy statement	<input type="checkbox"/>
If I am a competitive swimmer I agree to my personal data and swimming times to be held and processed through Hy-Tek's swimming software	<input type="checkbox"/>

Members Name:	
Membership Number (if known):	
Members Signature:	
Date:	

If member is under 18 the parent/guardian must also sign:

Parent/Carer Name:	
Parent/Carer Signature	
Date:	

### Declaration of the Club:

I confirm that the above named has been accepted and is involved as a member of the club, and I have verified their date of birth.

Club Secretary: Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

*It is your responsibility as club secretary for ensuring the accuracy and validity of the information that you submit using this form and Swim Ireland accept no responsibility whatsoever for any errors or omissions that you may make.'*

## STANDING ORDER REQUEST

To the Manager:

Bank	
Address	

I would like you to set up a monthly standing order from my account:

Name	
Address	
Account Number:	
Bank sort code:	
Signature	

And credit the following account with £ \_\_\_\_\_ monthly with effect from \_\_\_\_\_.

Credit to:

Account Name	Cathal Brugha ASC
Bank	Ulster Bank Ltd
Address	Unit G Westwood Retail Park Kennedy Way Andersonstown Belfast BT11 9QB
Account Number:	12441081
Bank sort code:	98-00-15

Yours faithfully

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(Signed by Account Holder)

**Please return Standing Order form to Cathal Brugha Swimming & Water Polo Club Membership Secretary (Wally Clarke) who will forward it on to our Bank.**

# CATHAL BRUGHA SWIMMING & WATER POLO CLUB

## PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **Cathal Brugha Swimming & Water Polo Club**

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Club Committee has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

### 1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- references and other information included in a CV or cover letter or as part of the application process for membership;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- [use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;]
- records of your attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings;
- identification documents such as passport and identity cards;
- details of next of kin, family members, coaches and emergency contacts;
- records and competition results, details regarding galas/meets attended
- any disciplinary and grievance information
- coaching/teaching qualification and/or officiating history (if any);
- accreditation/qualification start and end date;
- identification documents such as passport, utility bills, identity cards, etc.
- records of Governing Body compliance e.g AccessNI accreditation, Safeguarding certificate etc.
- records of water polo skills standard progression & attendance at training or other regular Club activities

### 2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.

In the table below we refer to these as the “special category reasons for processing of your personal data. We may also collect criminal records information about you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

### 3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members/volunteers when you apply to become a member/volunteer of the club, you register an account with us at [www.cathalbrughawaterpolo.com](http://www.cathalbrughawaterpolo.com) or [info@cathalbrughawaterpolo.com](mailto:info@cathalbrughawaterpolo.com), when you purchase any services or products we offer, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

We also may collect personal information about you from any third-party references (i.e. existing clubs or coaches) you provide as part of the application process for membership.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

### 4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
<b>To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or enquiries made by you</b>	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
<b>Making a decision about your appointment as staff/volunteer and managing the appointment process</b>	All the personal information we collect from you as part of the application process. Records of volunteering history. Referee details and any references.	We need this information to be able to perform and administer your relationship with us as a coach and volunteer to ensure you comply with the legal requirements.
<b>To arrange and manage any contracts for the provision of any services or products</b>	Contact details, transaction and payment information.  Records of your interactions with us.	This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us.
<b>To send you information which is included within your membership, including details about, competitions and events, partner offers and discounts and any updates on our sport</b>	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us.
<b>To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, products and information about our</b>	Contact details and marketing preferences.	Where you have given us your explicit consent to do so

<b>commercial partners</b>		
<b>To answer your queries or complaints</b>	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
<b>Retention of records</b>	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
<b>The security of our IT systems</b>	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
<b>To conduct data analytics studies to better understand event attendance and trends within the sport</b>	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
<b>For the purposes of promoting the club, our events and membership packages.</b>	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
<b>To comply with health and safety requirements</b>	Records of attendance, CCTV footage and other information obtained through electronic means such as swipe card and key fob records, medical information about your health <i>[biometric information about you, for example fingerprints, retina scans]</i>	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
<b>To administer your attendance at any courses, events and programmes you sign up to</b>	All contact and membership details, transaction and payment data.  Details of any county membership and performance data.	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.
<b>To arrange for any trip or transportation to and from an event</b>	Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
<b>To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any</b>	Health and medical information	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above



<b>events or activities we host and to provide appropriate adjustments to our sports facilities.</b>		
<b>To gather evidence for possible grievance or disciplinary hearings</b>	All the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
<b>To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements</b>	Information about your criminal convictions and offences	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
<b>To make decisions about your progression and development through any player pathway programme and to assist with the delivery of rankings and ratings</b>	All performance and attendance data and information about your health.	This is necessary to enable us to properly manage and administer your development through the coaching programme. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

## 5. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you.**
- **To any governing bodies (Swim Ireland) or regional bodies (i.e. Swim Ulster, Swim Leinster, Swim Connacht, Swim Munster) for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- To clubs hosting competitions who require entry criteria/information
- **Other service providers:** for example, payment processors, data analysis, contractors or suppliers and IT services (including CRM, website, video- and teleconference services);
- Our supply chain partners and sub-contractors, such as couriers, import/export agents, shippers,
- **The Government or our regulators (for example: Sport Ireland, Coaching Ireland, Institute of Sport, Sport NI Institute) :** where we are required to do so by law or to assist with their investigations or initiatives.

- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

## 6. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

[The personal information we collect may be transferred to and stored in countries outside of the UK and the European Union. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third party processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws. For further details please contact us by using the details set out in the "Contacting us" section below.]

## 7. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of **one/six** years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. As a member of Swim Ireland you are able to update your personal information that we hold about you through our 'Go Membership' Database. Alternatively, you can contact us using by using the details set out in the "**Contacting Us**" section below.

## 8. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this Privacy Notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Data Protection Commissioner's (DPC) website at

<https://www.dataprotection.ie/docs/GDPR/1623.htm> or if you are based in Northern Ireland at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information, you can also complain to the Data Protection Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

**9. CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

**10. CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [info@cathalbrughawaterpolo.com](mailto:info@cathalbrughawaterpolo.com) or write to us at Chairman Cathal Brugha Swimming & Water Polo Club, Apt 2, 1c Mayfield Square, Blacks Road, Belfast BT10

**11. CONTACTING SWIM IRELAND**

To Contact Swim Ireland for further advice and or information please contact our Data Protection Compliance Committee at [dataprotection@swimireland.ie](mailto:dataprotection@swimireland.ie).

**Version dated 02 June 2018**