

Yorkshire Dales Cross Country Ski Club
DATA PROTECTION AND PRIVACY POLICY

How we and the SSE use your data.

Yorkshire Dales Cross Country Ski Club (also referred to as “ The Club” uses your personal data to manage and administer your membership and involvement with the Club, and to keep in contact with you for these purposes.

Data such as your email address, with your consent , may be passed to other Club members.

Where we rely on your consent, such as any consent we seek to share email addresses, you can withdraw this consent at any time.

Some data is shared with SSE, who use your data to report to Sport England, voting rights for AGM and to help develop and manage snowsports. For **SSE Data Protection Policy** you can get in touch at info@snowsportengland.org.uk or by writing to the Data Protection Officer, Sportpark, 3 Oakwood Drive, Loughborough, LE11 3QF.

Where you work in a particular role within the Club, you may be required to undergo a Disclosure and Barring Service check using the SSE DBS system. The result of this check will be put into your profile on the SSE data management system.

What does this policy cover ?

This policy describes how the Club will make use of the data we handle in relation to our members, including our use of Snowsport England club registration system provided by SSE.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them is set out in the “What rights do I have ?” section.

What information do we collect.

- Your name.
- Your home address, email address and a contact telephone number.
- Your type of membership, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc;
- Your preferences, including any consents you have given us, such as sharing photographs for use on the Club website or newsletter.

What information do we receive from third parties.

Sometimes, we receive information about you from third parties, for example if you are a child, we may be given information about you by your parents.

We may receive information for certain role holders or those working with children, we may receive information from the disclosure and Barring Service and SSE on the status of any DBS check you have been required to take.

How do use this information, and what is the legal basis for this use?

We process this personal data for the following purposes:

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- To fulfil a contract, or take steps linked to a contract:

This is relevant where you make a payment for your membership and any merchandise, or enter a competition. This includes:

- Taking payments
- Communicating with you.
- Providing and arranging the delivery or other provision of products, prizes or services

As required by the Club to conduct our business and pursue our legitimate interests, in particular:

- We will use your information to manage and administer your membership and your involvement with the Club, and to keep in contact with you for these purposes.

Where you give us consent:

- On occasions where we ask you for consent, we will use the data for the purpose which we will explain at that time.

For purposes which are required by law:

- We may maintain accounting records in order to meet specific legal requirements.
- We ensure, where you work with children, that you have undergone an appropriate DBS check - this is also carried out with your consent.
- Where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties.
- We may respond to requests by government or law enforcement authorities conducting an investigation.

Withdrawing consent .

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those which are required by law.

What rights do I have.

You have the right to **ask us for a copy** of your personal data; to **correct, delete** or **restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format.**

In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement.)

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of these rights, you can get in touch with us using the details set out below.

If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office.

Some of the information listed above must be provided on a mandatory basis so we can make the appropriate legal checks and register you as required by SSE Rules and Regulations, we will inform you which information is mandatory when it is collected. Some information is optional .

Hoe do I get in touch with the Club?

We hope that we can satisfy queries you may have about the way we process your data.

If you have any concerns about how we process your data, you can get in touch at [email address] or by writing to [some ones address]

How long will you retain my data?

We process the majority of your data for as long as you are an active member and for 6 months after that unless you ask us to stop,when we will only process the data for a short period after this (to allow us to implement your requests.)

We also keep a record of the fact that you have asked us not to process your data indefinitely so that we can comply with your request in future.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

Records of your involvement in a particular competition, on results pages or in competition reports may held indefinitely by us in order to maintain a record of the sport.