



## Yorkshire Dales Cross Country Ski Club (YDCCSC)

### YDCCSC Privacy Policy Final Version 1.0 29 June 2020

#### 1. Introduction - protecting your privacy

YDCCSC is a cross-country ski club based in Yorkshire offering cross country and roller skiing for all ages and abilities. It is affiliated to Snowsport England (SSE), the National Governing Body for snowsport in England.

YDCCSC is committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after contact/your membership with us. This notice explains how we comply with the law on data protection and what your rights are under that legislation. For the purposes of data protection, YDCCSC is both the Data Controller and Data Processor for any of your personal information that we hold.

This notice applies to you if you are either:

- an individual member of YDCCSC who has registered his/her interest in participating in roller-skiing and in becoming/or has become a member of the YDCCSC;
- a coach, instructor, leader or Official of the YDCCSC;
- An enquirer or person interested in roller-skiing and who has signed up to receive updates about upcoming events, offers and ways to get involved further with YDCCSC.

References to “we”, “our”, “us” or “the Club” in this privacy notice are to YDCCSC.

We have appointed a Data Protection Officer to oversee our compliance with data protection laws and their contact details are set out in the "**Contacting us**" section at the end of this privacy notice. 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.

#### 2. The Personal information we collect

When you sign up for membership with us, register to receive communications from us, or communicate with us, we may collect or 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, address, and telephone numbers;
- date of birth;
- gender;
- membership details including start and end date;
- any key role you may have been allocated within the Club such as Chair, Safeguarding Lead, Membership Secretary etc;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- Next of kin details in case of an accident or emergency whilst participating in a club organised event;
- Passport or identity information for club holiday/club event purposes
- records of your attendance at any events or competitions hosted by us;
- images in video and/or photographic form and/or voice recordings;
- Member/Coach relevant qualifications, certifications and verifications (eg result of DBS check done for Snowsport England (SSE), First Aid qualification);
- Your preferences including any consents you have given us such as sharing photographs in the club newsletter or on the club website, your marketing preferences i.e. whether and how we should contact you.

The Club also collects and processes certain elements of **special category data** in order to ensure your safe participation in roller skiing and cross country skiing. Such data items may include:

- Your shoe size
- Any relevant health information that may/could impact your ability to safely participate in club ski sessions and/or other club events

Sometimes, the Club may receive information about you from third parties. If you are a child, we may be given information about you by your parents. We may also 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.

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 shall inform you which information is mandatory when it is collected. Some information is optional.

### **3. How and why we use your personal data**

The Club uses your personal data to:

- manage and administer your membership and involvement with the Club;
- record your progress as appropriate through the Sport England proficiency awards;
- ensure contact lists are reviewed and updated;
- maintain up to date Coach details in liaison with SSE;
- manage its relationship with you e.g. keep in contact with you for the above purposes and to send you Club news and information on upcoming events/training etc;
- enable you to participate safely in the activities offered by the Club;

- administer any financial interactions between you and the Club.

Data such as your email address and phone number, with your consent, may be passed to other Club members. Where you consent to use of your data for such purposes you may withdraw this consent at any time.

Data items such as your shoe size and any relevant health information will be shared with Coaches and/or leaders of sessions to ensure the safe delivery of, and your safe participation in, Club activities. Coaches and /or leaders of sessions will also be given access to your emergency contact information.

Some data is shared with Snowsport England, who use your data to report to Sport England, voting rights for AGM and to help develop and manage snowsports. Please see [Snow Sport England Data Protection Policy](#).

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.

#### **4. How we protect your data including retention periods**

The Club aims to ensure that whatever personal data is collected from you is held and transmitted as securely as possible and only used for the purposes for which it is collected. Data will only be shared as required to fulfill Club obligations as explained in Section 3 above.

Any special category data will only be shared with Coaches and/or leaders of sessions as required to ensure safe delivery of, and your safe participation in, Club activities. This information **will not** be generally available to club members. All such information, will as far as possible, be held in electronic/digital format only.

We process the majority of your data for as long as you are an active member and for 6 months after your membership ceases, unless you ask us to stop. If you do ask us to stop, we will only process the data for a short period after this, to allow us to implement any final 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 would only continue to hold further information on you if at the time your membership ceased you had been involved in an accident that could then result in a litigation claim post your membership cessation.

We will retain information 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 be held indefinitely by us in order to maintain a record of the sport.

#### **5. Who we share your personal data with**

We will only share your personal data with those who require access to it in order to deliver their duties within the Club. This will include sharing data with:

- Any party approved by you;
- Membership Secretary and associated administrative representatives in order to deliver membership services and administration;
- Coaches and Leaders of sessions in order to ensure safe delivery of the Club's activities;
- Snowsport England and Sport England as required to meet associated club responsibilities and monitoring requirements;
- Other third parties, as required, to ensure safe delivery of, and safe participation in, club activities, holidays, training and courses, social events etc.;
- Police or law enforcement agencies as requested to ensure assistance with investigation and prevention of crime.

We will never share your personal information with other third parties without your consent.

Should the sharing of your data mean that it is transferred to and stored in countries outside of the UK or the EU, we shall take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice, is kept secure and is subject to applicable data protection laws in force in that country.

## 6. Your rights over your personal data

The Data Protection Officer for the YDCCSC can be contacted at the following email address:

- Email: [dpo@ydccsc.org.uk](mailto:dpo@ydccsc.org.uk)

As a data subject, you have the following rights under the Data Protection Laws:

- the right of access to personal data relating to you
- the right to correct any mistakes in your information
- the right to ask us to stop contacting you with direct marketing
- rights in relation to automated decision making
- the right to restrict or prevent your personal data being processed
- the right to have your personal data ported to another data controller (e.g. if you decide to contract with a different supplier)
- the right to erasure
- the right to withdraw consent

These rights are explained in more detail on the [ICO website](#).

If you wish to exercise any of your data subject rights, please contact the YDCCSC DPO at [dpo@ydccsc.org.uk](mailto:dpo@ydccsc.org.uk).

If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office - see [ICO Complaints](#).