Privacy Policy

Summary of how we and Snowsport England (SE) use your data

- Tyneside Loipers Cross Country Ski Club uses your personal data to manage and administer your membership and your involvement with the club, and to keep in contact with you for these purposes. It also uses your data to alert you to occasional holidays/ other events which some members may have experience of.
- Some data is shared with SE, who use your data to report to Sport England, voting rights for AGM and to help develop and manage Snowsports.
- Data is also shared with the software providers of the club:
    - member management system: Membermojo and Paypal (for online membership payments)
    - events booking system: Ticket Tailor who process card payment made via the club events booking system.
- Where we or SE rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and that you are supported appropriately.
- Where you work in a particular role within the sport, you may be required to undergo a Disclosure & Barring Service check using the SE DBS system. The result of this check will be input into your profile on the SE data management system.

What does this policy cover?

This policy describes how Tyneside Loipers Cross Country Ski Club (also referred to as "the Club", "we" or "us") will make use of the data we handle in relation to our members. The policy also describes SE's use of data on the SE club management system.

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?

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- whether you are over or under 18
- your home address, email address and phone number(s);

- your type of membership, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.;
- your marketing preferences, including any consents you have given us;
- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.

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 relating to your existing registrations with other clubs. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and SE on the status of any DBS check you have been required to take.

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

We process this personal data for the following purposes:

- 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 its teams and club, and to keep in contact with you for these purposes;
    - we will also use data to maintain records of our performances and history.
- Where you give us consent:
    - we will send you direct marketing or promotional material by email;
    - we may handle medical or disability information you or your parent provides to us, to
- ensure we support you appropriately;
    - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
    - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;

- we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
- we may respond to requests by government or law enforcement authorities conducting an investigation.

How does SE use any of my information?

SE makes its own use of the following information:

- your name;
- your gender;
- whether you are over or under 18;
- your SE ID (as assigned by SE club management system);
- your home address, email address and phone number; and
- your type of membership, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.

SE uses this information as follows:

- As required by SE to conduct its business and pursue its legitimate interests, in particular:
  - communicating with you or about you where necessary to administer Snowsports in England, including responding to any questions you send to SE;
  - administering and ensuring the eligibility of competitors, officials and others involved in English Snowsports – this may involve the receipt of limited amounts of sensitive data in relation to disabled competitors, or in relation to anti-doping matters;
  - maintaining records of the sport in England, in particular maintaining details of discipline and misconduct;
  - maintaining statistics and conducting analysis on the make-up of Snowsports participants;
  - ensuring compliance with the current SE Rules and Regulations including those on the affiliation of clubs and Regions;
  - communicating with you to ask for your opinion on SE initiatives.
- For purposes which are required by law:
  - SE will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent.
  - SE may respond to requests by government or law enforcement authorities conducting an investigation.

Withdrawing consent or otherwise objecting to direct marketing

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 set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time. You can do this by following the instructions in the communication where this is an electronic message, or by contacting us using the details set out below in the "How do I get in touch with you or SE?" section.

Who will we share this data with, where and when?

In addition to sharing data with SE, we will share data with the provider of the club's website, membership system and the SE events booking system which is used for bookings onto club events.

Some limited information may be shared with other stakeholders in Snowsports, such as other clubs, Constituent Bodies and Regional Associations, so that they can maintain appropriate records and assist us in organising matches competitions and administering the sport.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or SE's legitimate interests in compliance with applicable laws.

Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. Such third parties include Membermojo (the provider of Club's member management system) and the providers of SE's event management system since this is used for booking on a number of club events.

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, or where we are using the data for direct marketing).

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.

You have the same rights for data held by the SE for its own purposes.

To exercise any of these rights, you can get in touch with us– or, as appropriate, SE or its data protection officer – using the details set out below. If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office.

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

How do I get in touch with you or SE?

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, or would like to opt out of direct marketing, you can get in touch at neilstanleywaters@hotmail.com 28 Falcon Terrace, Wylam, NE41 8EE

If you have any concerns about how the SE processes your data, you can get in touch at info@snowsportengland.org.uk or by writing to The Data Protection Officer, Sportpark, 3 Oakwood Drive, Loughborough,LE113QF.

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 3 years after this.

Where we process personal data for marketing purposes or with your consent, we process the data 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 send you direct marketing or to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for 7 years from your last interaction with us.

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

SE will maintain records of individuals who have registered on the Club Management System, records of DBS checks and the resulting outcomes and other disciplinary matters for such period as is set out in SE's privacy notice to be set out on www.Snowsportengland.org.uk

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