



Privacy notice for The Angus Ski Club-June 2018

This notice has been drafted in response to the recent introduction of the General Data Protection Regulation (GDPR) with came into effect on 25 May 2018

What we need from you

When you join the Angus Ski Club or renew your membership, we may ask you for some or all of the following personal information:

- Contact details – eg. name, address, email address and phone number.
- Participation details – date of birth (to determine category of membership), ski ability level

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our full membership services and benefits.

Why we need your personal information – contractual purposes

We need to collect our members' information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services – membership card and entry to RM Condor.
- Organise club activities and manage risk and safety if you attend a Ski Club Outing.
- Register your membership with the representative body, Snowsport Scotland, to provide you with insurance cover and other benefits they offer to members of clubs, including access to courses and competitions.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, meetings or other events.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotional purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who we share your personal information with

When we register your membership with Snowsport Scotland we pass on your personal data and Snowsport Scotland become a controller of your personal data. Snowsport Scotland provides full details of how it uses your personal data in its own privacy notice and will not use it for any other purpose:

<http://www.scottishskiclub.org.uk/wp-content/uploads/2018/05/SSC-Privacy-Notice-23May18.pdf>

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

How we protect your personal information

The Angus Ski Club may use third party suppliers to provide services for example RM Condor. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

Your personal information is accessed by our Membership Secretary and Treasurer only for the purposes set out above. It is stored by our club in electronic and paper records. Electronic records consist of a Membership Database. Essential paper copies of application forms, membership lists and member contact details are kept securely in their homes by the Club Secretary.

In addition we would bring to attention the following:

- To be able to organise and facilitate outings the Club needs to be able to circulate by email, to all members who have booked to attend the outing.
- The Club may use images, etc, to publicise the club's activities on our Facebook page or website Newsletter and Bulletin, and on the Club Website.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, *and except as noted below*, we will review and delete your personal information where you have not renewed your membership with us for 4 years. *Exception: the club will maintain a record of all member names along with their date of joining/leaving for the purpose of maintaining a complete record of membership over the years.*

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a "subject access request".

You can contact us at skiangus@hotmail.com or by writing to the Club Secretary.

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.

