

# Personal Data Privacy Notice

---

This notice explains what information Western Counties Ski Club (WCSC/ the club) collects, when it is collected and how it is used. During the course of its activities, WCSC will process personal data (which may be held on paper, electronically, or otherwise) about you and it recognises the need to treat such data in an appropriate and lawful manner. The purpose of this notice is to make you aware of how WCSC will handle your information.

## Who is WCSC?

**Western Counties Ski Club of 9 Rendcomb Close, Abbeymead, Gloucester, GL4 5UH**, takes the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

WCSC is notified as a Data Controller with the Office of the Information Commissioner under registration number **Z8721420** and is the data controller of any personal data that you provide to it.

WCSC's Data Protection Officer is Stuart Robertson (E-mail: [swsachair@snowsportengland.org.uk](mailto:swsachair@snowsportengland.org.uk)), to whom any questions relating to this notice and WCSC's privacy practices should be sent.

## How WCSC collect information from you and what information it collects

WCSC collects information about you:

- From your application for membership, camps and events e.g. races;
- From any updated contact details you supply;
- Provided by Snowsport England or GBSki or another affiliated club dealing with your current or earlier membership of another club (e.g. Avon Ski Club with whom WCSC merged), such as from race entries and seed point lists.

WCSC collects the following information about you:

- Prospective member's (and/or parent/guardian/carer's as appropriate) names, e-mail addresses, telephone numbers, date of birth, address;
- Member's (and/or parent/guardian/carer's as appropriate) name, e-mail addresses, telephone numbers, date of birth, address;
- Gender, medical and disability information and adaptations requested requiring higher level of data security.
- Bank account details on occasions when refunds are given by direct bank payment.

## Why WCSC need this information about you and how it will be used

WCSC need your information and will use your information:

- to undertake and perform its obligations and duties to you in accordance with the terms of your membership of the club;
- to enable WCSC to supply you with the training, services and information which form part of your membership;
- to help you to manage your membership and training;
- to analyse the information it collects so that it can administer, support, improve and develop the club and the services it offers, and (in aggregated form) so that similar analysis can be carried out by Snowsport England for the benefit of snowsport more generally;
- to contact you in order to send you details of any changes to our suppliers or services which may affect you;

- for all other purposes consistent with the proper performance of the organisation and management of the club;
- contact your emergency contact should this be necessary.

### **Financial Information**

When bank details are provided to WCSC (for example if we need to refund payments you have made for services which have then not been provided/ accessed), your details will be used as soon as possible and immediately deleted; this usually means also deleting an associated e-mail thread so other information relating to the transaction will be lost, which WCSC considers an acceptable sacrifice in order to minimise the risk to your data.

Where payments are received directly into the club bank account the source data is held securely by the bank and not by the club.

Where payments to the club are made through the EOLA app or any future replacement, your data will be processed and protected by EOLA and its payment collection provider according to their own data privacy policies, copies of which can be accessed through the EOLA or collection provider websites.

### **Sharing of Your Information**

The information you provide to WCSC will be treated by it as confidential and will be processed only by any third party, acting on its behalf, within the UK/EEA.

WCSC may disclose your information to other third parties who act for it for the purposes set out in this notice or for purposes approved by you, including the following:

- if WCSC enters into a joint venture with or merges with another club, your information may be disclosed to its new partners;
- where necessary, to request references from relevant parties whose data you have provided;
- where necessary for you to take part in activities as a club member which are provided by a third party, whether a non-profit or commercial organisation, (for example to the commercial providers of the club's annual ski holiday who require passport information in order to book flights and accommodation abroad).

Unless required to do so by law, WCSC will not otherwise share, sell or distribute any of the information you provide to it without your consent.

### **Transfers outside the UK and Europe**

Your information will only be stored within the UK and EEA.

### **Security**

When you give WCSC information it takes steps to make sure that your personal information is kept secure and safe.

Data may be stored in data files on WCSC committee members' personal computers or in hard-copy files, and some information (including passport information where required for club ski holidays) may be securely processed or held in cloud services such as Dropbox.

### **How long WCSC will keep your information**

WCSC reviews its data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (it may be legally required

to hold some types of information), or as set out in any relevant arrangement WCSC has with you.

WCSC's full retention schedule is available at its office at the E-mail address above.

### **Your Rights**

You have the right at any time to:

- ask for a copy of the information about you held by WCSC in its records;
- require WCSC to correct any inaccuracies in your information;
- make a request to WCSC to delete what personal data of yours it holds; and
- object to receiving any marketing communications from WCSC.

If you would like to exercise any of your rights above please contact [swsachair@snowsportengland.org.uk](mailto:swsachair@snowsportengland.org.uk).

Should you wish to complain about the use of your information, WCSC asks that you contact it to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to WCSC's use of your information. The Information Commissioner's contact details are noted below:

#### **England:**

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

The accuracy of your information is important to the club - please help to keep the club's records updated by informing it of any changes to your e-mail address and other contact details.