



Adaptive Snowsports Aldershot Privacy Policy

Summary of how we and the SSE use your data

- Adaptive Snowsports Aldershot (“ASA”) 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.
- Some data may be shared with Snowsports England (“SSE”), who use your data to report to Sport England, voting rights for AGM and to help develop and manage Snowsports.
- Amongst the data we collect from you may be medical and disability information. We will hold this where you (or your parent/guardian) have given consent, so that we can ensure we are aware of your condition and that you are supported appropriately.
- Where we or SSE rely on your consent, such as any consent we seek for processing sensitive personal information (e.g. medical and disability information), you can withdraw this consent at any time.
- Where you volunteer in a particular role within the club, you may be required to undergo a Disclosure & Barring Service check using the SSE DBS system. The result of this check will be input into your profile on the SSE data management system.

What does this policy cover?

This policy describes how ASA (also referred to as “the Club”, “we” or “us”) will make use of the data we handle in relation to our members. We may share some data with SSE and a description of how SSE might use that data is contained within the Annex.

This policy 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/guardian when you join and when we carry out annual renewals of your membership. This includes your:

- name
- gender,
- date of birth,
- home address, email address and phone number;
- designated emergency contact and their phone number;
- type of membership, or any key role you may have been allocated, such as Chair, Welfare Officer, Membership Secretary etc.;
- experience in snowsports, including notes on each Club session attended and any coaching, teaching or guiding qualifications;
- Disclosure & Barring Service check if required;
- medical conditions (including medication) or disability, where you provide this to us with your consent (or your parent’s/guardian’s consent) to ensure we are aware of any support we may need to provide to you;
- and any consents you have given us.

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 SSE 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 participate in a club event. This includes:
 - taking payments;
 - communicating with you;
 - providing and arranging the delivery or other provision of products, merchandise 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 its activities, and to keep in contact with you for these purposes;
 - we will also use data to maintain records of our activities and history.
- Where you give us consent:
 - 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 volunteer in a particular role within the club, 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.

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 contacting us using the details set out below in the “**How do I get in touch with you or the SSE?**” section.

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

In addition to sharing data with SSE, 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 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 the SSE'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 SSE as the provider of its Club management system, the providers of the Club's website hosting, email service and membership database, and any other cloud-based systems that may be used by the club as deemed appropriate.

What rights do I have?

You have the right to:

- **ask us for a copy** of your personal data which we must provide **in a structured, machine readable format**;
- **correct, delete or restrict** (stop any active) processing of your personal data;
- **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 SSE for its own purposes on the club management system.

To exercise any of these rights, you can get in touch with us – or, as appropriate, SSE 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 SSE 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 SSE?

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 with the Membership Secretary whose email address and mail address can be found on the Club's website: www.asaldershot.org

If you have any concerns about how the SSE 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 6 years after this. We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

Annex

We may share some data with Snowsports England ("SSE"), who use your data to report to Sport England, voting rights for AGM and to help develop and manage Snowsports. This may include our use of Snowsport England club management system provided by SSE. This annex describes SSE's use of data on the SSE club management system.

What information does SSE collect?

The SSE Club Management system makes use of the following information:

- your name, address, email address and phone number;
- your gender;
- your date of birth;
- your SSE ID (as assigned by SSE club management system); and
- your type of membership, or any key role you may have been allocated, such as Chair, Welfare Officer, Membership Secretary etc.

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

SSE uses this information as follows:

- As required by SSE 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 the SSE about Club management system;
 - 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;
 - monitoring use of Club management system, and using this to help it monitor, improve and protect its content and services and investigate any complaints received from you or from others about the club management system;
 - maintaining statistics and conducting analysis on the make-up of Snowsports participants;
 - ensuring compliance with the current SSE Rules and Regulations including those on the affiliation of clubs and Regions;
 - communicating with you to ask for your opinion on SSE initiatives.
- For purposes which are required by law:
 - SSE 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.
 - SSE may respond to requests by government or law enforcement authorities conducting an investigation.

The SSE 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 the SSE's privacy notice to be set out on www.Snowsportengland.org.uk