



Stirling New Figure Skating Club

Privacy Policy

General Data Protection Regulation (GDPR)

What we need

Stirling New Figure Skating Club (SNFSC) is affiliated with the National Ice Skating Association, the sport's governing body.

SNFSC will be a 'controller' of the personal information that you provide to us in your membership form.

Members' personal data:

When you register as a member of SNFSC or renew your membership we will ask you for the following personal information:

- personal details – name, address, Stirling Council residency, date of birth;
- contact details – email address, telephone number;
- membership category – skating member; family member; non-skating member.
- participation details – skater, parent
- equality information - for example disability and medical information;
- NISA membership; skating level, coach
- Subscription payment history

If you are registering or renewing on behalf of a child under the age of 14, in addition to the members personal details (noted above) we will also ask you for your contact details i.e.: name, email address and telephone number.

Visitor/Skate Academy personal data:

When you visit SNFSC at a skating session as a non-member, we will ask you for the following personal information:

- personal details – name,
- participation details – club session visitor or skate academy participant

Volunteer/Committee personal data:

When you volunteer with SNFSC, we will ask you for the following personal information:

- personal details – name, address,
- contact details – email address, telephone number;
- participation details – committee member or volunteer
- training – courses attended, qualifications attained to cover relevant committee duties

Coach's personal data:

When you provide coaching services to SNFSC, we will ask you for the following personal information:

- personal details – name, address, date of birth
- contact details – email address, telephone number;
- coaching details – Governing body qualification, training courses attained and dates, PVG membership details & date of issue
- biography
- picture/photograph

Why we need your personal information – contractual purposes

Members' personal data:

We need to collect our members' personal information so that we can manage their membership. We will use our members' personal information to:

- send them membership communications by email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees' information and ice availability

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

Why we need your personal information – legitimate purposes

Members' personal data:

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

- promote and encourage participation in, figure skating by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and their personal information may also be used in images captured from our competitions and events, which we use for promotional, educational and development purposes.
- develop and maintain our members' qualifications including sending email communications to members to inform them of upcoming courses, events, renewal requirements;
- monitor and develop participation in club sessions, by monitoring members engagement and participation through checking usage of ice sessions and inviting our members to participate in surveys for researching and development purposes
- respond to and communicate with members regarding their questions, comments, support needs or complaints, concerns or allegations in relation to club activities. Details regarding complaints and disciplinary procedures, for example, we will use their personal information to investigate their complaint, to suspend membership, take disciplinary action:

Coaches' personal data:

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

- pass information to Active Stirling;
- promote services online

Committee/Volunteers' personal data:

We also process our committee members and volunteers personal information in pursuit of our legitimate interests to:

- manage club business

Visitors/Skate Academy participant personal data:

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

- monitor number of visits as per requirements of club constitution
- monitor activity levels and participation in skate academy

Where we process your personal information in pursuit of our legitimate interests you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing please contact us via the club secretary: secretary@snfsc.org.uk. If we agree and comply with your objection this may affect our ability to undertake the tasks above.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers and coaches for the purpose of complying with our obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- The Equality Act 2010, which legally protects people from discrimination in the workplace and in wider society.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example, marketing. When we do so we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with:

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this information with National Ice Skating Association (NISA) for promotional and/or journalistic purposes and local press.

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

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

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

We will publish the results of our members in all competitions on our website and social media. This includes competitors' name, age, current level and result.

How we protect your personal information:

Your personal information is stored on our electronic and paper-based filing systems, and is accessed only by our committee members for the purposes set out above.

How long we keep your personal information:

We are only allowed to keep your personal information if we need it for one of the reasons we describe in this policy. As a general rule, we will keep it until the end of the membership year in which your relationship with us ends. We will however retain personal information relating to a complaint received from or about a member, coach, volunteer or parent indefinitely. We may also hold data in an anonymous form for statistical and analytical purposes, for example to monitor the number of members using the ice on different days. Financial payment history may be retained until audited accounts are completed and signed off for the financial year.

Your rights

You can exercise any of the following rights in writing to us at secretary@snfsc.org.uk .

Your rights in relation to your personal information are:

- you have the right to request access to the personal information that we hold about you making a “subject access request”,
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by SNFSC will be recorded and considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk.

Dated: 29/6/18