Bearsden Ski &Board Club **Our Data Privacy Policy (GDPR)**
**1. About this Policy**
This policy explains when and why we collect personal information about our members and
instructors, and competitors, how we use it and how we keep it secure and your rights in relation to
it. We may collect, use and store your personal data when we collect information from you. We
reserve the right to amend this policy from time to time without prior notice. Changes will be
displayed on the club website and notice board. Amendments will not be made retrospectively.
We will always comply with the General Data Protection Regulation (GDPR) when dealing with
your personal data. Further details on the GDPR can be found at the website for the Information
Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all
personal data we hold about you.

**2. What information we collect and why.**
a. **Member's & Participants name, address, telephone numbers, e-mail address (es).** We use this information to manage your membership or participation at the Club, managing diary roster. In legal terms we need to process this information to performing the Club’s contract with the Member and participants for the our legitimate interests in operating the Club.
b. **The names and ages of the Member’s or Participants.** Used to manage the Member’s and their
dependants’ membership of the Club and to perform the Club’s contract with the member. We also
hold emergency contact details in order to contact next of kin. The information is needed to protect
the Member’s vital interests and those of their dependants.
c. **Date of birth / age related information.** Used to manage membership & lesson categories which are age related and therefore needed to perform the Club’s contract with the Member and participant.
d. **Gender.** Needed assess the provision of facilities, categories for members and Participants and to meet our legitimate interests in operating the club.
e. **Member’s or Participants name and contact details .** Needed to manage competition entries and competition results. We may share competition results with other clubs, associations, and National Governing Bodies and provide competition results to local and national media. This is needed to fulfil of our legitimate interests in holding competitions for the benefit of members and participants of the Club and to promote club activity.
f. **Photos and videos of members and Participants.** We use this information on the Club’s website
and social media pages and in press releases. We will seek the Member’s consent on their
membership application form and or competition entry form. The individual may withdraw their consent at any time by contacting us by e-mail or letter.
g. **The Member’s name and e-mail address.** This may be used to create and managing the Club's
Membership Directory either online or in paper form. We will seek the Member’s consent on their
membership application form and each membership renewal form. The Member may withdraw
their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their
details to appear in the Membership Directory.
h. **Member bank account details**. We need this information to manage membership of the Club, the
provision of services and events and to perform the Club’s contract with the Member.
i**. Instructors' and volunteers.** Name, address, email addresses, phone numbers and relevant
qualifications and/or experience needed to events and training at the club and to fulfil our legitimate interests in ensuring that we can contact those volunteering and offering instruction.

**3. How we protect your personal data**

3.1 we will not transfer your personal data outside the EU without your consent.
3.2 We have implemented generally accepted standards of technology and operational security in
order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please
note however that where you are transmitting information to us over the internet this can never be
guaranteed to be 100% secure.
3.3 For any payments which we take from you online we will use a recognised online secure
payment system.
3.4 We will notify you promptly in the event of any breach of your personal data which might
expose you to serious risk.
**4. Who else has access to the information you provide us?**
4.1 We will never sell your personal data. We will not share your personal data with any third
parties without your prior consent (which you are free to withhold) except where required to do so
by law or as set out in the table above or paragraph 5.2 below.
4.2 We may pass your personal data to third parties who are service providers, agents and
subcontractors to us for the purposes of completing tasks and providing services to you on our
behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal
data that is necessary for the third party to deliver the service and we have a contract in place that
requires them to keep your information secure and not to use it for their own purposes.
**5. How long do we keep your information?**
5.1 We will hold your personal data on our systems for as long as you are a member of the Club and
for as long afterwards as is necessary to comply with our legal obligations. We will review your
personal data every year to establish whether we are still entitled to process it. If we decide that we
are not entitled to do so, we will stop processing your personal data except that we will retain your
personal data in an archived form in order to be able to comply with future legal obligations e.g.
compliance with tax requirements and exemptions, and the establishment exercise or defence of
legal claims.
5.2 We securely destroy all financial information once we have used it and no longer need it.

**6. Your rights**
6.1 You have rights under the GDPR
(a) to access your personal data
(b) to be provided with information about how your personal data is processed
(c) to have your personal data corrected
(d) to have your personal data erased in certain circumstances
(e) to object to or restrict how your personal data is processed
(f) to have your personal data transferred to yourself or to another business in certain circumstances.

6.2 You have the right to take any complaints about how we process your personal data to the
Information Commissioner:

**https://ico.org.uk/concerns/
Tel 0303 123 1113.
Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF.**

 **For more details, please address any questions, comments and requests regarding our data
processing practices to Gordon Scott our Data Protection Manager.**