

## **EXETER SKI CLUB LTD**

### **PRIVACY POLICY**

The Exeter Ski Club is committed to protecting and respecting your privacy. For any personal data you provide in your dealings with us, Exeter Ski Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair and transparent way. We may change this Privacy Policy from time to time and the change will take effect once the revised Privacy Policy is available on our homepage.

#### **What personal data we hold on you**

You may give us information about yourself by filling in membership forms (full and day), joining our facebook group, or by corresponding with us by e-mail or otherwise. The information you give may include:

- personal contact details that allows us to contact you directly such as your name, title, e-mail addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, e-mails and other correspondence;
- any bank account details that you provide so that we can receive payments from you and details of the financial transactions with you;
- details of emergency contacts

The Exeter Ski Club maintains an archive of seven years of membership application forms and day membership signing in forms.

#### **Why we need your personal data**

The lawful basis of this information is to enable us to properly manage and administer your membership (day and full) with the club.

We may use your personal data to:

- provide you with core member services and for club management
- organise club activities and manage risk and safety if you join a club activity
- register your details with Snowsport England, to ensure that you are included in the club's third party liability insurance cover
- provide you with notices and updates about the activities of the club
- respond to and investigate your questions, comments, complaints and concerns

#### **Who else has access to the information that you provide us**

We will never sell your personal data.

We may be required to share personal data with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health and Safety Executive and the Police for the purposes of safeguarding children. We may also share personal data with professional and legal advisors for the purposes of obtaining advice, our governing bodies (e.g. Snowsport England and BASI) and to our insurers.

When we register your personal data to Snowsport England, for third party insurance purposes, Snowsport England become a controller of your personal data. Snowsport England provides full details of how it uses your personal data in its own privacy notice (available at <https://snowsportengland.org.uk>) and will not use it for any other purpose.

### **How we protect your personal data**

The Exeter Ski Club takes all steps reasonably necessary to ensure that your personal data is held securely and in accordance with this privacy policy.

Spreadsheets of membership data are held securely and are password protected.

### **How long we keep your personal data**

We only keep your personal data for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal data where you have not renewed your membership in the last seven years. Generally we retain all physical and electronic records for a period of seven years after your last contact with us or the end of your membership.

Please note that information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for these types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period may not start to run until a long time after the event.

### **Your rights in relation to personal data**

You have the following rights in relation to your personal information:

- to be informed about how your personal information is being used;
- to access the personal information we hold about you;
- to request the correction of inaccurate personal information we hold about you;
- to request the erasure of your personal information in certain limited circumstances;
- to restrict processing of your personal information where certain requirements are met;
- to object the processing of your personal information

You can contact us via the Company Secretary on the contact us link at [www.exeterskiclub.org.uk](http://www.exeterskiclub.org.uk)

If you are dissatisfied with our response you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

*Version dated: June 2018*