



## **Lothian Ski Racing and Lothian Freestyle Academy Privacy Policy**

### **Our contact details**

Name: Lothian Ski Racing and Lothian Freestyle Academy (together, the “Club”)

E-mail: [membership@lothianskiracing.co.uk](mailto:membership@lothianskiracing.co.uk)

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, such as names, dates of birth, addresses, email addresses and telephone numbers.
- Parent/carer details such as names, addressees, email addresses and telephone numbers.
- Qualifications (coaches only), seeding information and personal development plans.
- Relevant medical information you provide to us.

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- to provide you with core member services including insurance as applicable through the Club’s membership with Snowsport Scotland.
- to send you communications relating to your membership of the Club, including but not limited to membership renewal, payment information, training, competitions, events and race information and opportunities or logistical communications relating to venues.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Class4Kids, our payment and booking provider. We receive this information in the context of arranging training and certain other opportunities connected with our Club, for instance races and camps. Class4Kids has its own privacy policy relating to the personal information it holds in relation to you.
- Snowsport Scotland and other relevant snowsport organisations. We receive this information in the context of any registrations you hold with these organisations that is required in

connection with races or training. Again, these organisations will have their own privacy policies relating to the personal information they hold for you.

In addition to the reasons listed above, we also use the information that you have given us in order:

- to manage entries for our competitions, to check your personal information to ensure you are entered into the correct category, and to generate acceptance and start lists, race results and seeding information;
- to develop and maintain our members' and coaches' qualifications, including sending email communications to inform you of upcoming courses, renewal requirements and, in the case of coaches, to verify that you have completed any mandatory training and PVG/child protection requirements.
- to respond to and communicate with members and coaches regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of skiing.
- to investigate your complaint, suspend membership and take disciplinary action where appropriate.
- to manage any emergency situations, including but not limited to member injury.

We may share this information with statutory and 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 your personal information with:

- SnowSports Scotland, GB Ski and other relevant skiing and sporting bodies for the purposes of organising races including but not limited to the generation of acceptance and start lists, race results and seeding information. These bodies will become the controller of your personal information when they receive it.
- Stripe for the purposes of generating invoices. Stripe will become a controller of your personal information when they receive it.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your personal information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting [membership@lothianskiracing.co.uk](mailto:membership@lothianskiracing.co.uk)
- We have a contractual obligation.
- We have a legitimate interest.

### **How we store your personal information**

Your information is securely stored on a Google drive and is accessed only by coaches and volunteers for the purposes set out above. You can view Google's own privacy policy [here](#). A backup copy of your personal information is stored on an excel spreadsheet which is only accessible by the Club's membership secretary.

We keep your personal information for the duration of your membership and a further three years thereafter you leave the Club. We will then dispose your information by deleting it.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [membership@lothianskiracing.co.uk](mailto:membership@lothianskiracing.co.uk) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [membership@lothianskiracing.co.uk](mailto:membership@lothianskiracing.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Effective from June 2023.