

Lakeland Cross Country Ski Club – Privacy Notice

LXCSC is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, LXCSC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

This notice explains how we comply with the law on data protection (General Data Protection Regulation) and what your rights are under that legislation.

Your data is not processed for any further purposes other than those detailed in this notice.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, email or otherwise. This includes information you provide when you register with the Club. See section below.

Why we need your personal data

The reason we need your data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions
- sharing personal data with club team managers to enter events;
- sharing personal data with other event organisers

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results

Marketing and communications

- sending information about events and the club newsletter

Social media

The club has the following social media accounts: Facebook, WhatsApp, Twitter. All members are free to join these. If you join one of the Social Media account, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

[When you become a member of the Club, you will also automatically be registered with Snowsport England as a member of an affiliated club . If you have any questions about the continuing privacy of your personal data when it is shared with Snowsport England, please contact info@snowsportengland.org.uk

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK or EU.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Member data is updated every year on annual membership forms.

We process the majority of your data for as long as you are an active member and for 12 months after your membership ceases, unless you ask us to stop. If you do ask us to stop, we will only process the data for a short period after this, to allow us to implement any final requests. We also keep a record of the fact that you have asked us not to process your data indefinitely so that we can comply with your request in future.

We would only continue to hold further information on you if at the time your membership ceased you had been involved in an accident that could then result in a litigation claim post your membership cessation.

We will retain information to maintain statutory records in line with appropriate statutory requirements or guidance.

Records of your involvement in a particular competition, on results pages or in competition reports, or in past newsletters online, may be held indefinitely by us in order to maintain a record of the sport.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

The personal information we collect

When you sign up for membership with us, register to receive communications from us, or communicate with us, we may collect or obtain personal information about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses, address, and telephone numbers;
- date of birth;
- gender;
- membership details including start and end date;
- any key role you may have been allocated within the Club such as Chair, Safeguarding Lead, Membership Secretary etc;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- Next of kin details in case of an accident or emergency whilst participating in a club organised event;
- Passport or identity information for club holiday/club event purposes
- records of your attendance at any events or competitions hosted by us;
- images in video and/or photographic form and/or voice recordings;
- Member/Coach relevant qualifications, certifications and verifications (eg result of DBS check done for Snowsport England (SE), First Aid qualification);

- Your preferences including any consents you have given us such as sharing photographs in the club newsletter or on the club website, your marketing preferences ie. whether and how we should contact you.

The club also collects and processes certain elements of special category data in order to ensure your safe participation in LXCSC activities, such as any relevant health information that may/could impact your ability to safely participate in club ski sessions and/or other club events

Sometimes, the Club may receive information about you from third parties. If you are a child, we may be given information about you by your parents. We may also receive information for certain role holders or those working with children. We may receive information from the Disclosure and Barring Service and SE on the status of any DBS check you have been required to take.

Some of the information listed above must be provided on a mandatory basis so we can make the appropriate legal checks and register you as required by SE Rules and Regulations. We shall inform you which information is mandatory when it is collected. Some information is optional.

Some data is shared with Snowsport England, who use your data to report to Sport England, voting rights for AGM and to help develop and manage snowsports. Please see [SnowSport England Data Protection Policy](#) .

Where you work in a particular role within the Club, you may be required to undergo a Disclosure and Barring Service check using the SE DBS system. The result of this check will be put into your profile on the SE data management system.

How we protect your data including retention periods

The club aims to ensure that whatever personal data is collected from you is held and transmitted as securely as possible and only used for the purposes for which it is collected. Data will only be shared as required to fulfil club obligations.

Any special category data will only be shared with coaches and/or leaders of sessions as required to ensure safe delivery of, and your safe participation in, club activities. This information will not be generally available to club members. All such information, will as far as possible, be held in electronic/digital format only.

Who we share your personal data with

We will only share your personal data with those who require access to it in order to deliver their duties within the club. This will include sharing data with:

- Any party approved by you;
- Membership Secretary and associated administrative representatives in order to deliver membership services and administration;
- Coaches and leaders of sessions in order to ensure safe delivery of the club's activities;
- Snowsport England and Sport England as required to meet associated club responsibilities and monitoring requirements;
- Other third parties, as required, to ensure safe delivery of, and safe participation in, club activities, holidays, training and courses, social events etc;.
- Police or law enforcement agencies as requested to ensure assistance with investigation and prevention of crime.

We will never share your personal information with other third parties without your consent.

Should the sharing of your data mean that it is transferred to and stored in countries outside of the UK or the EU, we shall take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice, is kept secure and is subject to applicable data protection laws in force in that country.

Use of recorded images (photographs/videos)

On our membership form we will ask you to give consent for your image and name to be used in the club newsletter and on social media, as applicable, as a record of participation in events.

We will ask you to provide consent each year when membership is renewed. You are able to withdraw consent at any time by contacting the club secretary.

Your rights over your personal data

As a data subject, you have the following rights under the Data Protection Laws:

- the right of access to personal data relating to you
- the right to correct any mistakes in your information
- the right to ask us to stop contacting you with direct marketing
- rights in relation to automated decision making
- the right to restrict or prevent your personal data being processed

- the right to have your personal data ported to another data controller
- the right to erasure
- the right to withdraw consent

These rights are explained in more detail on the [ICO website](#).

To contact LXCSC in relation to any data protection/privacy policy matters, please email secretary@lakelandxcski.org.uk