

# Glencoe Ski Club – Data Protection Policy

## 1. Introduction

Glencoe Ski Club ("the Club") is committed to ensuring the privacy and security of personal data. This Data Protection Policy outlines how we collect, process, and protect the personal information of our members, staff, volunteers, and other individuals with whom we interact in accordance with the **General Data Protection Regulation (GDPR)** and UK data protection laws.

## 2. Data Protection Principles

We are committed to ensuring that personal data is:

- **Processed lawfully, fairly, and transparently.**
- **Collected for specified, legitimate purposes** and not further processed in a manner that is incompatible with those purposes.
- **Accurate and kept up to date.**
- **Kept in a form that permits identification of data subjects** for no longer than is necessary for the purposes for which the data was collected.
- **Processed in a secure manner**, using appropriate technical and organisational measures to protect against unlawful processing, accidental loss, destruction, or damage.

## 3. Types of Personal Data We Collect

The types of personal data we collect may include, but are not limited to:

- **Personal details:** Full name, date of birth, address, email address, and phone number.
- **Membership information:** Membership status, registration details, payment history.
- **Health and medical information** (where relevant for certain activities, e.g., medical conditions or disabilities).
- **Emergency contact information.**
- **Video or photographic images** (e.g., for club events or on our website, with consent).

## 4. Purpose of Processing Personal Data

We collect and process personal data for the following purposes:

- To manage membership, including communication regarding club events, activities, and news.
- To ensure the safety and well-being of members, particularly in relation to activities such as skiing or other events.
- To comply with legal, regulatory, and insurance requirements.
- To maintain accurate records of club activities and events.
- To process payments for memberships and related services.
- To provide members with relevant updates and information regarding the Club.

## 5. Legal Basis for Processing Personal Data

Under the GDPR, we rely on the following legal bases to process personal data:

- **Consent:** We may ask for your consent to process certain personal data, such as photographs or specific communications.

- **Contractual necessity:** Processing of data is necessary to perform a contract with you, such as a membership agreement or event participation.
- **Legal obligation:** We may process personal data to comply with legal requirements, such as health and safety laws or tax obligations.
- **Legitimate interests:** We may process personal data based on our legitimate interests in managing the Club, ensuring safety, and keeping members informed.

## 6. Sharing of Personal Data

We may share your personal data with the following parties:

- **Club officials and staff** for the purposes of managing membership and activities.
- **Service providers** who assist with membership management, payment processing, or communication services.
- **Regulatory or legal authorities**, where required by law.
- **Third parties involved in event organization** (e.g., insurance providers, event organizers) when necessary for event participation.

We will not share your personal data with any other third parties without your consent unless required by law or as specified in this policy.

## 7. Data Retention

We will retain your personal data only for as long as necessary to fulfill the purposes for which it was collected, or as required by law or regulatory requirements. Membership data will typically be kept for a period of 7 years after the end of membership, after which it will be securely destroyed.

## 8. Data Subject Rights

As a data subject, you have the following rights under the GDPR:

- **Right of access:** You can request a copy of the personal data we hold about you.
- **Right to rectification:** You can request that we correct any inaccurate or incomplete personal data.
- **Right to erasure** ("right to be forgotten"): You can request the deletion of your personal data, subject to certain conditions.
- **Right to restrict processing:** You can request the restriction of processing of your personal data in certain circumstances.
- **Right to data portability:** You can request the transfer of your personal data to another service provider.
- **Right to object:** You can object to the processing of your personal data in certain circumstances.

If you wish to exercise any of these rights, please contact the Club's Data Protection Officer (DPO) at the contact details provided below.

## 9. Data Security

We take the security of personal data seriously and implement appropriate technical and organisational measures to protect against unauthorized access, loss, or disclosure of personal data. These measures include secure storage, password protection, encryption, and regular audits of our data handling processes.

## **10. International Transfers of Personal Data**

We do not transfer personal data outside of the United Kingdom unless explicitly stated and in compliance with UK data protection laws and GDPR.

## **11. Changes to this Policy**

We may update this Data Protection Policy from time to time. Any significant changes will be communicated to our members. The latest version will always be available on our website and upon request.

## **12. Contact Details**

If you have any questions or concerns regarding this Data Protection Policy, or if you wish to exercise your rights, please contact:

- **Data Protection Officer (DPO):**  
Glencoe Ski Club  
Email: [secretary@glencoeskiclub.org](mailto:secretary@glencoeskiclub.org)