



CLUB PRIVACY POLICY

Policy Cover

This policy describes how the Uttoxeter Skating Club (also referred to as “the Club”, “we”, “us” or “USC”) will make use of the data we handle in relation to our members.

It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the “What rights do I have?” section.

Collected Information

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- your date of birth,
- your home address, email address and phone number
- your type of membership and involvement in teams, or any key role you may have been allocated, such as President, Secretary, Treasurer etc.;
- your payment and/or bank account details, where you provide these to pay for membership;
- your marketing preferences, including records of contact consents you have given us;

Some information will be generated as part of your involvement with us, in particular data about your performance at competitions, such as within health and safety records.

Use & Legal Basis for Information

We process this personal data for the following purposes:

- To fulfil a contract, or take steps linked to a contract: this is relevant where you make a payment for your membership and any merchandise or enter a competition. This includes:
 - taking payments;
 - communicating with you;
 - providing and arranging the delivery or other provision of products, prizes or services;
- As required by the Club to conduct our business and pursue our legitimate interests, in particular:



- we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;
- we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
- we may choose to send you promotional materials and offers by post or by phone, or by email where we want to send you offers relating to similar products and services that you have already bought or used.
- Where you give us consent:
 - we will send you direct marketing such as news about forthcoming events, how to book onto trips or promotional material by email;
 - we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
 - on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.
- For purposes which are required by law:
 - we maintain records such as health and safety records and accounting records to meet specific legal requirements;
 - we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
 - where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
 - we may respond to requests by government or law enforcement authorities conducting an investigation.

NISA's Use of Information

NISA is our governing body but make its own use of the following information:

- your name;
- your gender;
- your date of birth;
- your home address, email address and phone number; and
- your type of membership and involvement in teams, or any key role you may have been allocated, such as President, Secretary, Treasurer etc.

Withdrawing Consent or Otherwise Objecting to Direct Marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data such as those set out above.



In some cases, we may send you direct marketing where we rely on our legitimate interests as consent. You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time. You can do this by following the instructions in the communication where this is an electronic message, or by contacting us by email at privacy@uttoxeterskatingclub.co.uk.

Sharing of Your Information

In addition to sharing data with the NISA, we may share some limited data with Cinebowl iSkate Uttoxeter in the event of any incident that may affect your use of the centres other facilities.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or NISA's legitimate interests in compliance with applicable laws.

Personal data may also be shared with third party service providers, who will process it on our behalf for the purposes identified above.

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or a vendor's Processor Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request.

Your Rights

You have the right to **ask us for a copy** of your personal data; to **correct, delete** or **restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format**.

In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

You have the same rights for data held by NISA for its own purposes.

To exercise any of these rights, you can get in touch with us– or, as appropriate, NISA or its data protection officer – using the details set out below. If you have unresolved concerns, you have the **right to complain** to the Information Commissioner's Office.

Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by NISA Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.



Contacting the Club or NISA

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch at privacy@uttoxeterskatingclub.co.uk.

If you have any concerns about how NISA process your data, you can get in touch at 01159888060 or by writing to The Data Protection Officer, NISA, Grains Building, High Cross Street, Nottingham NG1 3AX

Retention of Data

We process most of your data for as long as you are an active member and for **one** year after this.

Where we process personal data for marketing purposes or with your consent, we process the data for **one membership period** unless you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to send you direct marketing or to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract or for a competition, we keep the data for **three** years after your last interaction.

We will retain information held 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 may be held indefinitely both by us and NISA in order to maintain a record of the event.