



# Whitley Bay Ice Skating Club

## Personal Data Collection and Handling

### What do we collect, and why?

#### Core data

We collect some data on our members in order to be able to run the Club. The data we hold is:

- Your name, address, and contact details (e.g. email address and mobile number)
- Whether you are a NISA member
- A record of your agreement to follow relevant Club policies (such as the Code of Conduct) and abide by the Constitution
- A record of your consent for photography/video purposes
- Any relevant notes related to your membership

All of this information is required to run the club and to keep you informed of events — we need to know if you're a NISA member as the affiliation fee (and so our insurance) is affected by the number of non-NISA members we have.

If you are no longer a member, or do not renew your membership, your contact details will be retained for one renewal cycle (up until end of December the following year) to allow us to offer you the chance to rejoin and to inform you of any events we are holding, unless you specifically request otherwise when you leave.

If you choose to subscribe to our Website (Wordpress Blog) your email address will be retained on the Wordpress system and will automatically notify you of any new blog posting. No other personal data is held for purpose of blog notification. Should you wish to unsubscribe from the blog please email us at **whitleybayisc@gmail.com**. Please note it is not necessary to be a club member to be able to subscribe to our website.

Your name, the fact that you have been a member, and your related notes will be retained indefinitely, to allow us to link a new membership application to any previous membership.

## **General data**

You may also be requested to provide some additional data to help us run the club:

- Approximate skating ability
- Approximate age
- Interest in categories of events

This information if requested is used to keep us informed of our members and may be used to help us decide what events to organise. All of these items are optional. If you wish to remove or update any of these items during the membership year, please contact us at **whitleybayisc@gmail.com**.

## **Attendance at events**

To attend an event, members are required to provide some additional or restated details which may vary per event but are likely to include:

- Name
- Contact details
- Emergency contact details
- Any medical details which you feel you or the Club would benefit from our being aware of
- Any categories within the event which you will take part in
- Age and Skating Level
- Photography/video consent

At the event, the Club may also take photographs and video of your participation, which may be provided only to you, or may also be used for Club promotional activities (depending on your consent level). Such material may be held unless you request that it be deleted, to allow you to access it in future. This applies even after you have left the Club. We reserve the right to delete old media after a reasonable period (which may be longer for current members). After the event, data will be securely deleted unless it relates specifically to recording that you attended the event (e.g. your name and photography consent level).

## **Interested non-members**

We also allow people to express an interest in the club without becoming members, who may receive emails about upcoming events and club results etc. This is done via a voluntary subscription to our Website (Wordpress). For such people, we hold:

- Email address

If you wish to be removed from these lists, please contact us on **whitleybayisc@gmail.com**.

## How is your information protected?

We restrict access to information on our members to the Committee. Only the Treasurer and Secretary have full access to all of this information — other Committee members may have access to names and email addresses. The Competition Secretary will have access to information received relating to competition events.

Information on event attendees is available to Committee members, and may also be made available to key on-the-day staff (such as coaches or first aiders) if required.

We do not pass your data to third parties for processing, other than for cloud storage.

## Updating your details

Please contact us if you need to:

- Update any details during the membership year (for instance if you move house, change number or email etc.)
- Request deletion of any of your details
- Request a copy of the data we currently hold on you

You can contact us by email on **whitleybayisc@gmail.com**.

## Document revision history

- Version 1 issued 2018-05-02