

DATA PRIVACY POLICY FOR CLUB MEMBERS

Introduction

OXIST and the Oxford Ice Dance Clubs are a “data controller”. This means that we are required under data protection legislation to notify you of how we will process your personal data whilst you are a member of one or more of the clubs. This notice will explain how we collect your personal data, how it is used, how it is stored and what we do to ensure it is secure. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

Our obligations to you in relation to how we process your personal data

We are required by law to ensure that when processing any of your personal data that it is:

- used lawfully, fairly and in a transparent way
- collected only for the valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited only to those purposes
- accurate and kept up to date
- kept in a form which permits you to be identified for only as long as is necessary for the purposes we have told you about
- kept securely

What personal data we may collect, use and store

- you and/or, if applicable, your child’s name, address, contact numbers, and email addresses
- gender
- next of kin and emergency contact information
- photographs
- NISA registration numbers

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about you and/or, if applicable, your child’s health, including any medical condition.

How we collect your and/or, if applicable, your child’s personal data

We collect personal data from yourself when you and/or, if applicable, your child applies to join one or more of the clubs.

How we use personal data

The lawful basis for using your data is consent:

- to keep you informed of club events and competitions
- to notify you when membership renewals are due
- where we need to contact next of kin
- to produce membership cards

When we use personal data

Whilst a member of OXIST and/or Oxford Ice Dance Clubs, we will use your personal information for specific purposes. The list below describes the purpose of our processing, the personal data involved and the lawful basis for our processing:

Purpose	Category of Personal Data	Lawful Basis
General administration: weekly register, production of	Name, address, contact phone numbers, email address	Consent

membership cards, keeping you informed, membership renewals		
Notifying next of kin	Contact phone numbers	Consent
In the event of a medical emergency	Contact phone numbers, medical records	Consent

What happens if we need to use personal data for a new purpose?

We will only use personal data provided for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Sensitive personal information data

The only sensitive personal information we may hold about you and/or, if applicable your child, will concern health data should you choose to supply us with it. We will only use this data in the following way:

- to ensure appropriate care is given should a medical emergency arise.

Sharing personal data with third parties

Personal data will not be shared with any third parties.

How do we ensure personal data is secure?

We take privacy and protection of data very seriously. Consequently, we have put in place appropriate security measures to prevent unauthorised use of personal data. Details of the measures which are in place can be obtained from any of the club officers. We will notify you of any suspected unauthorised use of your personal data.

How long will we keep personal data?

We will retain personal data for a period of three months after you cease to be a member of any of the clubs.

Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

What rights do you have in respect of how we use your personal data?

- **Request access to your data:** You can ask us to provide a copy of the personal data we hold about you.
- **Request corrections to be made to your data:** If you think that your personal data is incomplete or inaccurate you can ask us to correct it.
- **Request erasure of your data:** If you consider there is no lawful basis for us to continue processing your data you can ask for that data to be deleted or removed.
- **Object to the processing of your data:** If our lawful basis for processing your data relates to a legitimate interest you can raise an objection to that interest.
- **Request that processing restrictions be put in place:** If you believe that your information is being processed without a lawful reason or that the information is incorrect you can request that a freeze/restriction is placed on the processing of the information until your concerns are addressed.
- **Request a transfer of your personal data:** You can ask us to transfer your personal data to a third party.

If you wish to exercise any of the above rights, please contact one of the club officers.

Do I have to pay a fee?

You will not be expected to pay a fee to obtain your personal data unless we consider that your request for access to data is unfounded or excessive. In these circumstances we may charge you a reasonable fee or refuse to comply with your request.

Confirmation of identity

Whenever you make a request for access to personal data, we may request specific information to confirm your identity. This is usually done to ensure that we are releasing personal data to the correct person.

Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact one of the clubs' officers. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031 231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.