



DATA PROTECTION POLICY

The Midland Ski Club data protection policy sets out our commitment to protecting personal data and describes how we implement this in relation to the collection and use of personal data.

The club nominated the membership secretary as the nominated data protection officer. Currently this person is Dr. John Elgy and his email is john@elgy.org.uk. Any queries about personal data held by the club should be directed to him

However it is important that we adhere to the principles of the GDPR as listed below. For more information please refer to <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

We are committed to:

- Ensuring we comply with the eight data protection principles listed on Page 2
- Meeting our legal obligations under the General Data Protection Regulations 2018
- Ensuring data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or to fulfil legal responsibility
- Ensuring personal data is up to date and accurate by asking for members' check of their data at renewal and also promptly updating information supplied at any time. Also by maintaining one live database only (with back up)
- Ensuring a member's personal details held by MSC are supplied to them upon request
- Ensuring appropriate retention periods for personal data
- Ensuring data subjects' rights can be appropriately exercised, for example contact information is shared with Snowsport England unless members opt out, and with no-one else
- Providing adequate security measures to protect personal data as described in the Membership Secretary's role description. The Membership Secretary is responsible for data protection compliance and providing a point of contact for data protection issues which should be dealt with effectively and promptly
- Ensuring that all club officers are made aware of good practice in data protection.
- Annually reviewing club procedures

Data Protection Principles:

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the General Data Protection Regulations (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>)
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to any organisation other than to the governing body, Snowsport England or to any commercial organisation.

Club name:	Midland Ski Club	ICO Registration Number: (if applicable)	
Main address:	23 Lockside View, RUGELEY, WS15 1NJ	Registration Expiry:	
		Last review date:	

Contact for GDPR:	John Elgy	Email address:	john@elgy.org.uk
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	Data			Obtaining data			Data location			Data Sharing				Data Disposal	
	Type of data held <i>(e.g. contact details, financial information)</i>	Category of individuals <i>(e.g. athlete, coach, volunteer, parent) etc.)</i>	Responsibility	Source	Legal basis for holding the data? <i>(e.g. marketing, provision of a service, employment contract)</i>	How was consent gained? <i>(If applicable)</i>	Where is the data held?	Who has access?	Security controls in place	Which third parties is the data shared with? <i>(if applicable)</i>	How is the data transferred?	Is a contract in place?	Are they outside the EU / EEA? <i>(Yes/No)</i>	Retention period:	Disposal method:
1	Member_No	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
2	Salutation	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
3	Title	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
4	Forename	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club		Snowsport England	email		no	indefinite - on request	Deleted

5		Surname	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club		Snowsport England	email		no	indefinite - on request	Deleted
6		Address	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club		Snowsport England	email		no	indefinite - on request	Deleted
7		Post_Code	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club		Snowsport England	email		no	indefinite - on request	Deleted
8		phone number	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
9		Work phone	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
10		Member type	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
11		Number in family if family member	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
12		email address	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club		Snowsport England	email		no	indefinite - on request	Deleted
13		Newsletter by email	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
14		renewal date	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted

15		Joining date	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
16		date of birth (if available)	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club		Snowsport England	email			indefinite - on request	Deleted
17		Decade of birth (if available)	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted
18		Gender	Members		Membership application	Legitimate interest		Club Membership database	Club membership secretary and officers of club						indefinite - on request	Deleted