

# Privacy Policy English Schools Ski Association Ltd May 2018

## ABOUT US

The English Schools' Ski Association is the trading name of English Schools' Ski Association Limited, a Company registered by guarantee and registered in England No: 08100582.  
13 Wavertree Nook Road, Liverpool, L15 7LE

This Privacy Notice explains how the English Schools' Ski Association (ESSKIA) collects, uses and shares your personal data. How we use data depends on whether you interact with us as a school, member of a school ski team, an area race organiser, an official, a coach or a participant in a training camp or member of a national schools' ski squad.

## Summary of how we use your data

- ESSKIA uses your personal data to manage and administer your membership and your involvement with its racing events, training days and residential camps, and to keep in contact with you for these purposes.
- Schools' data is shared with SSE, who use your data to report to Sport England, voting rights for AGM and to help develop and manage snow sports.
- Data of selected athletes is also shared with the National Council for Schools Sports (NCSS) and the International School Sport Federation (ISF) when appropriate.
- Where we or the SSE rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and can that you are supported appropriately.
- Where you work in a particular role within the sport, you may be required to undergo a Disclosure & Barring Service check using the DBS system.

## What does this policy cover?

This policy describes how ESSKIA (also referred to as "we" or "us") will make use of the data we handle in relation to our members, including our use of Snowsport England member management system provided by Snowsport England ("SSE"). The policy also describes SSE's use of data on the SSE membership system.

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.

## **What information do we collect?**

### **Schools**

We collect and process data from schools when they join or renew annual membership. This includes:

The name and address and telephone number of the school, the name of the headteacher, the name and email address of the teacher contact for that school,

We collect and process the name and email address of a parent manager, if designated by the school.

We collect the following personal data of individual school team members who participate in our qualifying races and national finals: Name, school and date of birth. Names may be withheld from website publication at the request of the school representative,, parent manger or athlete.

We collect and record the name and school of any parent or teacher acting as an official at an Esskia race event.

### **Race organisation**

We collect and process data from ski slopes which include and contact details of slope managers, sponsors and traders, providers of first aid, providers of timing.

### **Training days and camps**

We collect and process personal data of each participant from a parent/guardian:

- name
- school
- gender
- date of birth
- national seeding number if applicable
- name of ski club if applicable
- home address, email address and phone number
- athlete's evaluation
- videos and photos – for the purpose of performance analysis
- videos and photographs for use by the athlete or for promotional purposes – the athlete has the right to opt out of publication at each event

Additional information collected for training abroad

- passport details
- insurance details

- medical conditions or disability to ensure we are aware of any support we may need to provide to you.
- dietary requirements
- results of any timed run recorded during the training camp

Additional information collected for participants in an ISF event:

- Race results as published on the GBski.com website.

## **Coaches**

We collect and process the following:

- Accreditations, qualifications and training;
- Availability, selection and travel information;
- Evaluations and assessments;
- DBS information (criminal records checks), where applicable; and/or
- Disciplinary and safeguarding information, where relevant.
- Full name, date of birth and passport number if travelling abroad.

## **Board members, Area Representatives, Race Organisers and organisers of Training Days**

- Name, address, email address and contact numbers.
- Disciplinary and safeguarding information, where relevant;

## **How do we use this information, and what is the legal basis for this use?**

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 schools and the parents of athletes participating in training days and camps;
  - providing and arranging the delivery or other provision of products, prizes or services;
  - publication of results on the ESSKIA and GBski websites;
- 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 school teams and to keep in contact with you for these purposes;
  - we will also use data to maintain records of our performances and history.

- Some slopes use CCTV cameras to maintain the security of their premises, and may use this video to investigate incidents on its premises.
- To organise competitions, and training events, process and publish results, analyse athlete performances for the purpose of selection to training squads and race teams for participation at ISF events when these take place.
- Where you give us consent:
  - we may handle medical, dietary or disability information to ensure we support our athletes 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 in order 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 ESSKIA 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.

SSE will use the information provided by schools according to its own Privacy Policy to be set out on [www.Snowsportengland.org.uk](http://www.Snowsportengland.org.uk)

### **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 for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. 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 using the details set out below.

### **Who will we share this data with, where and when?**

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 legitimate interests in compliance with applicable laws.

Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above. This could include travel companies, ESSKIA Camp Managers, Area Race Organisers and training day organisers and ski slopes where events are held.

Data may be shared with third party service providers outside the UK, such as hotels and flight companies and others involved in the participation of athletes in training camps and ISF events abroad.

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.

### **What rights do you have?**

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 the SSE for its own purposes on the member management system.

To exercise any of these rights, you can get in touch with us– or, as appropriate, SSE 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 SSE Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional.

### **How do you get in touch with us or SSE?**

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, [or would like to opt out of direct marketing], you can get in touch at [gilliangiyea@aol.com](mailto:gilliangiyea@aol.com) or by writing to Esskia, 13 Wavertree Nook Road, Liverpool, L15 7LE

If you have any concerns about how the SSE processes your data, you can get in touch at [info@snowsportengland.org.uk](mailto:info@snowsportengland.org.uk) or by writing to The Data Protection Officer, Sportpark, 3 Oakwood Drive, Loughborough, LE113QF.

### **How long will we retain your data?**

We process the majority of schools' data for as long as you are an active member and for two years after this.

Where we process schools' data for marketing purposes or with your consent, we process the data for 2 years 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, we keep the data for 5 years from your last interaction with us.

Where we process personal data in connection with participation in ESSKIA training camps we keep the data for six months after the end of the camp, unless we need to meet a contractual or legal requirement.

Where we process personal data in connection with participation in ESSKIA training days we keep the data for twelve months after the end of the day, unless we need to meet a contractual or legal requirement.

Where we process personal data in connection with performance on training days and training camps we keep the data for as long as that athlete is in school attendance for purposes of training squad and ISF team selection.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

The SSE will maintain records of schools that have registered on the Management System, for such period as is set out in the SSE's privacy notice to be set out on [www.Snowsportengland.org.uk](http://www.Snowsportengland.org.uk)

Photos and videos used in promotional publications will be retained for that purpose for the lifespan of that publication. All other material recorded on cameras should be deleted by 12 months after the end of the event.

Records of your involvement in a particular competition, on results pages or in competition reports may be held indefinitely both by us and SSE in order to maintain a record of the sport.