

ELY ROLLER SKATING CLUB
Data Protection & Privacy Policy

This notice sets out your rights as a member of Ely Roller Skating Club and is effective from 28/11/2020.

OUR COMMITMENT TO YOUR PRIVACY

Ely Roller Skating Club recognizes the importance of protecting personal and confidential information in all that we do and takes care to meet our legal duties. Ely Roller Skating Club puts in place all reasonable, technical, security and procedural controls required to protect your personal information for the whole of its life, in whatever format we hold that information.

HOW THE LAW PROTECTS YOU

Your privacy is protected by law, which says that we can use your personal information only if we have a proper reason to do so.

Below is a list of ways that we may use your personal information, and which of the reasons we rely on to do so.

WHAT WE USE YOUR PERSONAL INFORMATION FOR

- To manage our relationship with you.
- To communicate with you about your membership of Ely Roller Skating Club.
- To administer payments relating to membership.
- To administer payments relating to other events and activities.
- To manage risk for us and our members.
- To comply with regulations that apply to us.
- To respond to complaints.
- To run Ely Roller Skating Club in an efficient and proper way including the managing of our financial position and communications.
- To provide the Federation of Artistic Roller Skating central database with your personal details for the purposes of their membership administration.

OUR REASON(S) FOR PROCESSING

- Our legal duty.
- With your consent.
- Our legitimate interests.

OUR LEGITIMATE INTERESTS

- Keeping records up to date.
- Seeking your consent when we need it to contact you.
- Being efficient about how we fulfill our legal duties.
- Complying with regulations that apply to us.

THE TYPE OF INFORMATION THAT WE HANDLE

We process personal information to enable us to run Ely Roller Skating Club, provide services to our members and to maintain our accounts.

Type of personal information we use will include:

Personal details such as names, addresses, telephone numbers and e-mail addresses.
Any consent which you have given us in relation to processing your information.

We may collect your personal information when you join Ely Roller Skating Club and when you update your membership.

IF YOU CHOOSE NOT TO GIVE US YOUR PERSONAL INFORMATION

We may need to collect personal information by law or to maintain our membership records.

If you choose not to give us this personal information, it may delay or prevent us from meeting our membership obligations. It may mean that we cannot provide you with membership of Ely Roller Skating Club. We will notify you if your choice not to give us your personal information would result in a delay or prevent us from meeting our obligations.

WHO WE SHARE YOUR PERSONAL INFORMATION WITH

We may share your personal information with third parties for these reasons:

- To enable your participation in activities run by other organisations
- Legal and regulatory compliance.
- To safeguard individuals.
- Complaints handling.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will keep your personal information for as long as you are a member of Ely Roller Skating Club.

After you stop being a member of Ely Roller Skating Club we may keep your personal information for up to 1 year for one of the following reasons:

- To respond to questions or complaints.
- To show that we treated you fairly.
- To maintain records according to legal requirements and our specific need.

LETTING US KNOW IF YOUR PERSONAL INFORMATION NEEDS UPDATING

You have the right to question any information we hold on you that you think is wrong, out of date or incomplete. If you do, we will take reasonable steps to check its accuracy and correct it.
If you need to update your contact details, you can do so by contacting the Club Administration.

IF YOU WANT US TO STOP USING YOUR PERSONAL INFORMATION

You have the right to object to our use of your personal information, or to ask us to delete, remove or stop using your personal information if there is no need for us to keep it.

IF YOU WANT US TO ERASE YOUR PERSONAL INFORMATION

If you feel that we should no longer be using your personal information, or that we are illegally using your data, you can request that we erase the personal information that we hold on you. When we receive your request, we will confirm whether your personal information has been deleted or tell you

the reason why it cannot be deleted. There may be legal reasons why we may need to keep your personal information.

If you want to request that we erase your personal information, please contact the Club Secretary.

OBTAINING YOUR PERSONAL INFORMATION IN A PORTABLE FORMAT

You have the right to get copies of your personal information from us in a format that be easily re-used. You can ask us to pass on your personal information to other organisations. To request this, please contact the Club Secretary.

YOUR RIGHT TO COMPLAIN

If you are not satisfied with our response or believe that we are not processing your personal information in accordance with the law, you can complain to the Information Commissioner's Office.

CONTACT US

By email: elyrollerskatingclub@live.co.uk

By post: c/o The Paradise Centre
Newnham Street
Ely
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