

# Data Privacy Notice



## British Ski and Snowboard data privacy notice:

In this notice British Ski and Snowboard Limited is referred to as “BSS” or “We”.

### Introduction – use of your data

We collect personal information about you when you apply for a role with us, a place on a team squad or programme run by us, a Licence to compete internationally which is issued by us or a membership or email communication service run by us. We collect this personal information through email interaction with you or through data collection forms on our websites. If you use our secure services we'll ask you to provide some information about yourself for security, identification and verification purposes.

We will only collect information that is relevant to employing you in a voluntary or remunerated role, running our teams or squads, providing you with an International ski federation licence, processing your membership or providing you with information about our athletes and their successes. We will keep your information as long as permitted for our legitimate business purposes and for any retention period that we are legally required to meet. We may sometimes need to transfer your information to third parties who provide services to us, on the understanding that they keep the information confidential and use it only for our agreed purposes.

When we use standard email to communicate with each other we cannot guarantee that it remains confidential whilst in transit. However, when we receive email then that email and the data attached or contained within it will be stored on our secure servers.

### Information we may hold

BSS may hold the following details about you:

- personal information, such as your name, address and date of birth, including personal information you provided to BSS when you applied for a role, a programme or squad place or a Licence or signed up to a membership programme or other BSS service
- details of your career and experience
- details of your sporting success and performance
- if you provide us with your personal information we will keep the information for as long as is necessary to comply with any statutory or legal obligations

Because we work with children and vulnerable adults it may be necessary to collect and process information which the Data Protection Act defines as “sensitive” (such as criminal convictions) as part of collecting references about you. In such cases we will always explain what information we require and why it is needed – and you will be asked to consent to it being processed. Such data will always be processed and stored securely and it will only be seen by those people within the organisation that are required to see it to carry out the necessary reference checks.

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## Sharing your details

BSS may publish information about you on its website or on its social media channels (Facebook, twitter or Instagram). By entering in to your relationship with BSS you are acknowledging that BSS may publish this information. If you wish BSS to remove any item that it has published via its website or on social media then you should utilise the data correction process outlined below.

BSS will only share your personal data with other organisations in order to fulfil its requirements for its relationship with you. The following types of relationship are likely to involve us sharing your data with third parties. Where ever we do share your data, we will always attempt to ensure that our partners and service providers apply the same standards of security and care to your data as we will do.

Relationship with BSS	External party
Employee	Payroll Bureau Pension Provider Her Majesty's Revenue and Customs Vetting and Barring Service British Olympic Association
Athlete	International Ski Federation British Olympic Association UK Sport Chief Medical Officer/Injury Management Provider
Volunteers	Vetting and Barring Service

BSS does not share or give any information to external companies for their own marketing purposes.

## Access to information that we hold and rectification

### **How to request a copy of the information that we hold:**

You have the right to see and receive a copy of any personal information we may hold on you. You have the right to have a say in how we use this data, specifically regarding targeted sales profiling. For example if we are sending you special offers based on things preferences that you have provided to us then you have the right to refuse these specific emails.

To request a copy of the personal information we hold on you, please write to:

The Data Controller  
British Ski and Snowboard  
60 Charlotte Street  
London  
W1T 2NU

## Data Privacy Notice



One of the ways we protect your confidentiality is to check that anyone asking for personal information has the right to receive it. Sometimes we may ask you to prove further details about your identity and we will always require your written authority before making information available to you.

### ***Correction of details or removal***

You have the right to have any inaccurate information corrected or your data removed from BSS's files (subject to legal requirements). To request an amendment to your details or removal of your data please write to:

The Data Controller  
British Ski and Snowboard  
60 Charlotte Street  
London  
W1T 2NU