Loch Leven Curling Club Privacy Policy

Loch Leven Curling Club treats your privacy rights seriously. This privacy policy sets out how we will deal with your ‘personal information’, that is, information that could identify, or is related to the identity of, an individual.

## What personal information do we collect?

When you express an interest in becoming a member of Loch Leven Curling Club you will be asked to provide certain information. This includes:

* your name
* home address
* email address
* telephone number
* your playing preferences

## How do we collect this personal information?

All the information collected is obtained directly from you. The information will be collected via membership forms or online contact forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with Loch Leven Curling Club. In order to inform you about the activities and events that you can access as a member we need to store and process a certain amount of personal data.

## How do we use your personal information?

We use your personal information:

* To provide information on Loch Leven Curling Club activities
* For administration, planning and management of Loch Leven Curling Club
* To monitor, develop and improve the provision of Loch Leven Curling Club activity

We may send you messages by email, post, other digital methods and telephone to advise you of Loch Leven Curling Club activities.

## Who do we share your personal information with

We may disclose information about you, including your personal information

* Internally - to committee members – as required to facilitate your participation in Loch Leven Curling Club activities
* Your name will appear on our website pages, showing teams and results
* Externally – with your consent for services from Scottish Curling
* If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will seek your consent and inform you as to with whom the information will be shared, and for what purpose.

## How long do we keep your personal information

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

## How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, member's need to inform Loch Leven Curling Club as to any changes to their personal information. You can do this by contacting the secretary by email: lochlevencc@gmail.com On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that Loch Leven Curling Club holds on you, you can make this request by contacting the secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

## How do we store your personal information

Your membership information is held on a spreadsheet and accessed by Committee Members

Your email address is also stored on the lochlevencc gmail account contact list

## Availability and changes to this policy

This policy is available *from our website or on request from the secretary.* This policy may change from time to time. If we make any material changes we will make members aware of this *via email and at our AGM*

## Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us at lochlevencc@gmail.com