

# NICSSA and NICSSC

## Data Privacy Policy

Date of implementation: 30<sup>th</sup> April 2018

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### 1. Data Privacy Summary

At NICSSA and NICSSC, we take your privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you.

This document is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR), which will come into force on 25 May 2018.

From that date, GDPR will amend existing data protection law and place enhanced accountability and transparency obligations on organisations when using your information.

GDPR will also introduce changes which will give you greater control over your personal information, including a right to object to processing of your personal information where that processing is carried out for our business purposes.

Please take time to read this policy carefully. If you are under 16 years of age, please read this summary with a parent or guardian and ensure you understand it. If you have any questions about how we use your information, please contact your NICSSA or NICSSC business manager, details provided below.

This document explains the most important aspects of how we use your information and what rights you have in relation to your personal information

### 2. Who we are

Throughout this document, “we”, “us”, “our” and ‘the organisation’ refer to NICSSA and NICSSC. For more information about us please visit our website [www.nicssa.org.uk](http://www.nicssa.org.uk).

### 3. [The information we collect about you](#)

We will hold:

- data to identify you, including your contact information;
- payment information where appropriate;
- information which you have consented to us using; and
- other personal information such as a photograph of you for membership purposes

Sometimes we may use your information even though you are not a member. For example, you may be a guarantor, guardian, cardholder or representative of a customer of ours or be a potential customer applying for one of our products or services.

### 4. [When we collect your information](#)

We collect information:

- you give us;
- information from your use of our services or our websites; and
- Information provided to us by third parties with your consent.

### 5. [How we use your information](#)

We use, and share, your data where:

- you have agreed or explicitly consented to the using of your data in a specific way (you may withdraw your consent at any time);
- use is necessary in relation to a service or a contract that you have entered into (e.g. to provide you with membership services) or because you have asked for something to be done so you can enter into a contract with us (e.g. you have asked us to provide you with different services from that currently agreed
- use is necessary to protect your “interests” in exceptional circumstances;
- use for our legitimate interests such as directing products and services that may be of interest to you.

### 6. [How we use automated processing or analytics](#)

We may analyse your information using automated means to:

- help us understand your needs and develop our relationship with you;

- to help us to offer you products and service information we believe will be of interest to you;
- as part of an automated payment process if applicable to you
- to communicate directly with you

#### 7. [Who we share your information with](#)

When providing our services to you, we may share your information with:

- third parties with whom: (i) we need to share your information to facilitate transactions you have requested, and (ii) you ask us to share your information;
- Club representatives (if applicable to you);
- service providers who provide us with support services such as banks and financial services;
- statutory and regulatory bodies and law enforcement authorities;
- professional bodies, non-statutory bodies specifically with your consent;
- healthcare professionals and medical consultants with your specific consent;
- business or joint venture partners.

#### 8. [How long we hold your data](#)

How long we hold your data for is subject to the nature of your relationship with us for example, we will continue to hold your data:

- electronically for the duration of your membership;
- as a provider of products or services to the organisation; and
- electronically as a customer of the organisation

#### 9. [Implications of not providing your data](#)

If you do not provide information we may not be able to:

- provide requested products or services to you;
- to continue to provide and/or renew existing products or services
- assess suitability; and
- where relevant, give you a recommendation for other products or services provided by us.

We will tell you when we ask for information which is not a contractual requirement or is not needed to comply with our legal obligations.

#### 10. [How to exercise your information rights including the right to object](#)

From 25 May 2018, you will have several enhanced rights in relation to how we use your information, including the right, without undue delay, to:

- find out if we use your information, access your information and receive copies of your information;
- have inaccurate/incomplete information corrected and updated;
- object to particular use of your personal data for our legitimate business interests or direct marketing purposes\*;
- in certain circumstances, to have your information deleted or our use of your data restricted\*;
- in certain circumstances, a right not to be subject to solely automated decisions and where we make such automated decisions, a right to have a person review the decision\*;
- withdraw consent at any time as per your membership agreement.

\*These rights will be available from 25 May 2018

## 11. [How to contact us](#)

If you have further questions about how we use your information, please contact your NICSSA or NICSSC business manager as follows:

NICSSC	Kieran Devlin	02890522690
Activ Gym	Rob Dobson	02890520402
Membership	Maeve Kilpatrick	02890520408
Healthworks & WELL	Ronan Hannawin	02890520401
PlayBall	Kieran McGarrigle	02890520411
Finance	Joanne King	02890522289
FindOut	Bronagh Mulholland	02890522135

NICSSA and NICSSC are committed to engaging with you on any data protection issues or queries within one working week.

## 12. [Updates](#)

We may update our 'Data Privacy Policy' from time to time. Any updates will be made available and, where appropriate, notified to you using your chosen communication method.

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