

18th December 2017

Dear Club Secretary,

**Information for Clubs – General Data Protection Regulation (GDPR)**

A change in government legislation regarding data protection called the General Data Protection Regulation (GDPR) comes into force from 25th May 2018. It may sound like a long way off but there are some key changes that will affect all organisations, including clubs, that need to be addressed.

This letter and the enclosed guidance notes have been produced by **scottish**athletics to help your club understand the requirements related to data protection and specifically GDPR.

The Guidance Notes, structured as a set of FAQs, provide information as to what your club needs to do generally to make sure that it can carry on its main activities while ensuring compliance with GDPR. They have been designed to highlight some of the key things you will need to think about as soon as possible.

To support clubs in preparation for GDPR coming into force we are working with GB Sport to deliver GDPR and Data Protection webinars. These webinars will be hosted by GB Sport and instructions on how to book in will be communicated to all clubs in due course. Each club will receive one place on the GDPR and Data Protection webinar free of charge.

The dates for the webinars are as follows:

Monday 29th January @ 7pm

Tuesday 6th February @ 2pm

Thursday 22nd February @ 7pm

Monday 19th March @ 7pm

Tuesday 17th April @ 7pm

We will also be offering clubs our new Club Database System (free of charge) in the spring which should hopefully address a number of these issues from an IT operational perspective. However, clubs must be compliant and prepare accordingly without necessarily relying on the new system as there are other factors to consider as laid out in the FAQs.

Information relating to clubs communicating athlete (and any other club roles) information to **scottish**athletics should be aware of the following information as well as that contained within the FAQs sheet attached;

**Transfer of data**

This section is for clubs who register individual competing members with **scottish**athletics en masse to save the members applying individually.

For clubs that currently register and pay for individual athletes to be members of **scottish**athletics or pay and register athletes for national competitions, and provide **scottish**athletics with the athlete’s information, your club will need to ensure that it can properly transfer the personal data of your members to **scottish**athletics, where applicable. This is an issue which will also apply to a number of other SGBs and you may be aware how this has affected clubs in other sports. As well as assisting **scottish**athletics, this will also help the club to be compliant with GDPR in relation to this activity.

The following suggested wording for clubs has been produced to specifically deal with the transfer of data from the club to **scottish**athletics:

“When you become a competing member of, or renew your competing membership with [insert name of club], you will automatically be registered as a member of **scottish**athletics. We will provide **scottish**athletics with your personal data which they will use to enable you to access their online membership system. **scottish**athletics will contact you to invite you to sign into the membership system and to provide you with a valid **scottish**athletics membership number.”

So that we can confirm with the athlete that their data is correct, **scottish**athletics will need to have a valid email address for each member. This is an email address specific to the individual member, and not the club contact email address.

**Future developments**

It is so important that organisations that are processing personal data can assure that individuals have been informed of how their data will be used. **scottish**athletics is in the process of reviewing all of its systems, including our website and online services that we offer for clubs and athletes. For those clubs wishing to make use of the **GBSport** membership system, the system will be fully compliant for GDPR purposes and will be updated when legislation dictates.

If you have any questions about the proposed wording or any of the changes under the GDPR please do not hesitate to email admin@scottishathletics.org.uk. We will monitor your questions and look to respond with updated FAQs.

Further updates and sample documentation will be available in the “Club support” section of the **scottish**athletics website, under the “Clubs” tab, in due course.

Regards,



Colin Hutchison

Head of Development

For and on behalf of Scottish Athletics Limited