

Privacy Notice for Scottish Athletics Course Bookings

What we do

Scottish Athletics Limited (**scottishathletics**) is the National Governing Body for Athletics in Scotland. A company limited by guarantee (established 2001), **scottishathletics** is affiliated to UK Athletics, which in turn affiliates to the International Association of Athletics Federations (IAAF) and International Paralympic Committee (IPC).

We are in practice an organisation made up of our member clubs. There are approximately 150 athletics clubs across Scotland – offering opportunities for people of all ages to try out, train, embrace and compete in the various disciplines of athletics – and at all levels from jogging (through our **jogscotland** network) to Commonwealth and Olympic Games levels. As an organisation, our structure and business is to a large degree controlled by the Memorandum and our Articles of Association.

The Articles are regularly updated at the Annual General Meeting, whilst the Memorandum remains unchanged since 2003. In broad terms, the remit of **scottishathletics** is to:

- Foster, develop and control the sport of athletics in Scotland
- Take responsibility for all athletic teams representing Scotland
- Promote annual championships and other competitions
- Establish and enforce rules for competition, and
- Advance and safeguard the interests of athletics in Scotland.

What we need

scottishathletics will be a “controller” of the personal information that you provide to us in this form and through our website, unless otherwise stated.

When you make a booking (including if you are making a booking on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address, phone numbers, date of birth, unique reference number (URN), and membership number;
- payment details – card details;
- equality information – disability, gender reassignment, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation;
- Next of kin details (name and contact phone number); and
- other information – coaching commitment, coaching deployment, coaching region.

Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your booking.

We will use our members’ personal information to:

- provide you with core member services, including insurance, licensing and PVG checks;
- set up your online membership account and administer your account online;
- send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits;

- send you communications relevant to your level of qualification on learning opportunities; and
- manage PVG scheme disclosures on behalf of affiliated clubs to inform recruitment decisions.

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation of **scottishathletics** by sending members' communications and booking information for upcoming events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- monitor and develop participation in **scottishathletics** by monitoring members' engagement and participation through attendance and inviting our members to participate in surveys for researching and development purposes;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/child protection requirements;
- assist in delivering new programs for strategic development of the sport;
- retaining personal data for historical and statistical purposes such as qualifications; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to **scottishathletics**. We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action where appropriate.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at dataprotection@scottishathletics.org.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- the Companies Act 2006 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member;
- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches are able to undertake paid or unpaid regulated work with children and young adults. As an intermediary body within the scheme we are enrolled with Volunteer Scotland Disclosure Services (VSDS), representing our affiliated clubs and groups, who are secondary organisations under the scheme, and manage the disclosure process and decisions relevant to the disclosure process for them;
- our **sportscotland** and Scottish Government regulatory requirements to report on the size, achievements and profile of our members; and

- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Why we need your personal information – equality monitoring requirements

We are required to use our members' personal information relating to your disability, gender reassignment, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation, for equality monitoring purposes as required by **sportscotland** and as part of our accreditation process for the Equality Standard for Sport.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

We may be asked by our member clubs to collect and store personal information about their individual members. Where we do this, the clubs have a responsibility as "controllers" to provide their members with privacy notices and we will not use such personal information for any other purpose.

Who we share your personal information with

If your personal information is included in any images or videos we take, or are taken on our behalf, we may share this with event or official project partners, including Vinco, Brand Oath, Team Scotland and **sportscotland**, for promotional and/or journalistic purposes. We may also use such images and videos across the **scottishathletics** media channels and social media platforms, which currently include our website, our YouTube channel, Facebook page and Twitter feed as well as Instagram and Snapchat.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable adults, local authorities, such as social work, education (including named persons).

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

scottishathletics employs third party suppliers to provide services. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it in accordance with existing legislation on data protection.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes. If we stop using their services, any personal data held by them will be deleted.

Examples of third parties we work with:

- IT companies who support our website and other business systems – Deko, The Union, Ondrej Urik, Maximizer, SagePay, Pulsant, Mailchimp, Google Forms.

Trinity, our coaching and technical officials' database is also shared with UKA and home country NGBs.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the EU, and is accessed by our staff and volunteers for the purposes set out above. In some circumstances we may use third parties located outside the EU, but will ensure they are signed up to the "Privacy Shield".

How long we keep your personal information

We will only keep your personal information for as long as necessary. Unless you ask us not to, we will retain information on your qualifications indefinitely to prove your level of qualification.

We will keep certain personal information of members in order to confirm your identity, when you were a member of **scottishathletics** and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against **scottishathletics**.

Your rights

You can exercise any of the following rights by writing to us at Data Protection, **scottishathletics**, Caledonia House, South Gyle, Edinburgh, EH12 9DQ, or dataprotection@scottishathletics.org.uk or by logging on to your account at <https://membership.scottish-athletics.co.uk:444/>

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by **scottishathletics** will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk