

## Privacy Notice for Scottish Athletics Website Users

### 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 through our websites, unless otherwise stated.

When you use our websites, we may ask you for the following personal information:

- contact details – name, address, email address, phone numbers, date of birth and membership number;
- membership type – Junior Member (under 13), Junior Member (under 21), Senior Club Member, Over 65 Member, Family Member;
- 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; and
- other information – first claim club, second claim club (if any).

### Why we need your personal information – contractual purposes

We need to collect your personal information so that we can comply with our contractual obligations.

We will use your personal information to:

- set up an online account and to enable you to administer your account online;
- provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- allow you to participate in interactive features of our service, when you choose to do so; and
- notify you about changes to our service.

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 services.

### **Why we need your personal information – legitimate purposes**

We may also process your personal information in pursuit of our legitimate interests to:

- assist in delivering new programs for strategic development of the sport;
- respond to and communicate with you regarding your questions, comments, support needs or complaints, concerns or allegations in relation to **scottishathletics**;
- where you have provided information by filling in forms on our sites. This includes information provided at the time of registering to use our sites, subscribing to our services, posting material or requesting further services;
- we may also ask you for information, for example when you enter a competition or promotion;
- we may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them;
- details of transactions you carry out through our sites and of the fulfilment of your orders;
- details of your visits to our sites including, but not limited to, traffic data, location data, weblogs and other communication data, and the resources that you access.
- ensure that content from our sites is presented in the most effective manner for you and for your computer; and
- where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this. We do not disclose information about identifiable individuals to our official partners and advertisers, but we may provide them with aggregate information about our users.

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](mailto:dataprotection@scottishathletics.org.uk). If we agree and comply with your objection, this may affect our ability to undertake the tasks above.

### **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;
- 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 may ask for your personal information in surveys, 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.

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our official partners and advertisers. This is statistical data about our users’ browsing actions and patterns, and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer’s hard drive. They help us to improve our sites and to deliver a better and more personalised service. They enable us to:

- estimate our audience size and usage pattern;
- store information about your preferences, and so allow us to customise our sites according to your individual interests;
- speed up your searches; and
- recognise you when you return to our sites.

A description of the cookies currently used on our sites can be accessed via [this link](#).

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our sites.

Please note that our official partners and advertisers may also use cookies. Please refer to their individual privacy notices for how they will deal with your personal information.

### **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 but not limited to Vinco, Brand Oath, Team Scotland and **sportscotland**, for promotional and/or journalistic purposes. We may also use such images and videos across the **scottishathletics** and **jogscotland** program media channels and social media platforms, including but not limited to our websites, our You Tube 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). Upon a valid request to do so, these requests will be assessed on a case-by-case basis and will take your privacy into consideration.

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 websites and other business systems – Deko, The Union, Ondrej Urik, Maximizer, SagePay, Pulsant, Mailchimp, Google Forms; and
- Suppliers used in event administration – chip timing companies, clothing suppliers.

#### **How we protect your personal information**

We know how much data security matters. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

We secure access to all transactional areas of our websites using ‘https’ technology.

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. Access to your personal data is password-protected, and only those that require access to perform their role are permitted to access the details. 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 is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

#### **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](mailto:dataprotection@scottishathletics.org.uk)

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](http://www.ico.org.uk)

Please note that this Privacy Policy applies only to our sites and not to any third party sites that are linked to from our sites.

Any changes we may make to our privacy policy in the future will be posted on this page.