

Scottish Athletics Limited Privacy Notice for Volunteers

Introduction

We are committed to respecting your privacy. This Privacy Notice explains in detail the types of personal data we may collect before, during and after your relationship with us. It also explains how we will store and handle that data, and how we keep it safe. This notice explains how we comply with the law on data protection and what your rights are.

This notice applies to you if you are a current or former volunteer, that is someone who is not a Scottish Athletics member or technical official. It should also be stated that this notice is not a contract of employment or other contract to provide services.

References to “we”, “our” or “us” in this privacy notice are to Scottish Athletics Limited (company number SC217377), registered at Caledonia House, South Gyle, Edinburgh, EH12 9DQ.

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 is 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.

What we need

scottishathletics will be a “controller” of your personal information provided to us.

When you volunteer for **scottishathletics** directly or through a **scottishathletics** affiliated club or group and are the point of contact for a particular role, event or program, we may ask you for the following personal information:

- contact details – information that allows us to contact you directly such as your name, postal address, email address, phone numbers;
- personal contact details that you volunteer to provide for emergency contacts;
- date of birth;
- details of any relevant memberships, qualifications and or licences previously or currently held;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- payment details you provide to us so that we may receive or make payments to you, and the details and records of those financial transactions with you;
- information about your health, including any medical condition, medical records and health professional information;
- equality information – disability, gender reassignment, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation;

- records of your attendance at any events or competitions hosted by us and our partnership organisations and other event organisers;
- referee details and any references provided;
- images in video and/or photographic form;
- your current affiliated club, group or other organisation (if applicable);
- identification documents such as passport, birth certificate, utility bills, etc.;
- any disciplinary and grievance information; and
- all information included as part of the volunteering recruitment process.

If you are providing us with details of next of kin, family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights” section below.

Why we need your personal information – contractual purposes

We need to collect our volunteers’ personal information so that we can manage our relationship with you.

We will use our volunteers’ personal information to:

- provide you with core services, including insurance;
- send you communications relevant to volunteering opportunities; and
- manage PVG scheme disclosures 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 services and benefits.

Why we need your personal information – legitimate purposes

We also process our volunteers’ personal information in pursuit of our legitimate interests to:

- promote and encourage participation of **scottishathletics** competitions and events by sending communications for upcoming volunteering opportunities and other ways of supporting our organisation or the sport. 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;
- provide volunteering opportunities to you and to arrange and administer your attendance at an event you have volunteered for;
- monitor and develop participation in **scottishathletics** by monitoring volunteers’ engagement and participation through attendance and inviting our volunteers to participate in surveys for researching and development purposes;
- invite our volunteers as award winners or guests to our annual awards dinner, which includes asking our clubs to nominate individuals for awards and short listing such individuals to select the winners, who we will then contact by email;
- invite our volunteers as VIPs to reception events by email and post, and to provide names and email addresses to venues where requested for their own legitimate purposes;
- assist in delivering new programs for strategic development of the sport;
- to administer any drug and alcohol testing;
- To assess your performance and experience for a particular role or task;
- Dealing with legal disputes involving you, or any other volunteers, including accidents; and

- respond to and communicate with volunteers 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 our relationship 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.

Why we need your personal information – legal obligations

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

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our volunteers 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 volunteers; 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 volunteers' 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 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 also share your information with the likes of Team Scotland and UK Athletics for the purposes of award nominations.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations, such as assisting with the investigation and prevention of crime and the protection of national security. 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, for example, payment processors, promotional advisors, contractors or suppliers and IT services (including, websites and web portal platforms and video). 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.

We may also share your personal information with our supply chain partners and sub-contractors, such as couriers, travel and logistics providers, printing and event fulfilment providers, for example chip timing companies, clothing suppliers.

We may also be required to share personal information relating to health in order to undertake activities to eliminate doping, at a sporting event, within our sport generally, or to provide information about doping, or suspected doping, to UK Anti-Doping or another body with responsibility for eliminating doping in our sport.

We may also share your information with other governing bodies or districts for the sport covered by our organisation to allow them to properly administer the sports on a local, regional, national and international level, and with UK Athletics to maintain your records within and access to database and website systems.

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”.

We are required to transfer your personal information outside the EU for the purposes of booking travel arrangements for training camps and competitions. Where your personal information is transferred outside the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with volunteer services. Unless you ask us not to, we will review and possibly delete your personal information where you have not engaged with us for six years.

We will keep certain personal information for longer in order to confirm your identity, when you volunteered with **scottishathletics** and for how long. We need to do this to satisfy our current and potential insurance obligations 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

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