

Privacy Notice for Scottish Athletics Potential Employees

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 affiliated to the International Association of Athletics Federations (IAAF).

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 Olympic and Commonwealth 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 as your potential employer.

When you apply for a position with us, we will collect, store and use the personal information that you provided to us in your application form or CV, along with other information required as part of the recruitment process. We may ask you for additional personal information during the course of the recruitment process, which shall be collected, stored and used in accordance with this privacy notice.

Why we need your personal information – contractual obligations

We need to process potential employees’ personal information to perform our obligations as your potential employer during the recruitment process. We will use potential employees’ personal information to:

- Make a decision about your appointment;
- Determine the terms on which you could work for us;
- Check you are legally entitled to work in the UK; and
- Uphold our commitment to equality in all areas of **scottishathletics**.

Why we need your personal information – employment law

We are under a legal obligation to process certain personal information relating to our potential employees for the purposes of complying with our obligations under employment law.

Why we need your personal information – health and social care

We may be required to process personal information relating to your health in order to discover whether it is necessary to make any reasonable adjustments to our recruitment process to assist you, as required under the Equality Act 2010.

Why we need your personal information – equality of opportunity or treatment

We are required to use our potential employees' personal information relating to your health, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, 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.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include HMRC, the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable adults.

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.

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 for the purposes set out above.

We may be required to transfer your personal information outside the EU for the purposes of informing our recruitment decisions. 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 comply with our employment law obligations. If your application is unsuccessful, we will retain the information you supply in relation to potential employment for a period of up to six months and will then be discarded. Alternatively, if you are employed as an employee, information supplied during the recruitment process will be retained and stored securely by the Company for the duration of your employment and for a reasonable period thereafter. Full details of which are contained the privacy notice for employees.

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.