



Lasswade Athletics Club



Privacy Policy

1. Purpose

The purpose of this policy is to comply with the General Data Protection Regulations (GDPR) which provides an update to the Data Protection Act 1998 which come into force on 25 May 2018.

2. Background

This policy has been developed taking account of advice from Scottish Athletics and GB Sport.

3. Reasons for the Policy

To reassure members that their personal information will be collected and stored in an appropriate, secure manner and that only information which is necessary to their membership and participation in the club will be asked for.

4. Key Principles

- Personal data shall be used lawfully, fairly, and in a transparent manner in relation to individuals
- Personal data shall be collected for specified, explicit and legitimate purposes
- Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data shall be kept in a form that permits identification or data subjects for no longer than is necessary
- Personal data shall be processed in a manner that ensures appropriate security of the personal data

What we need

Lasswade Athletics Club will be a “controller” of your personal information.

When you register as a member of Lasswade AAC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for some, or all, of the following personal information:

- contact details –name, postal address, email address, phone numbers; date & place of birth
- membership details;
- details of any relevant memberships, qualifications and or licences previously or currently held;
- 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;

Why we need your personal data – contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- provide you with core member services, including but not limited to, membership renewals and information on membership benefits, such as advanced ticket information, competitions and events, partner offers and discounts and any updates on athletics
- set up your online membership account
- send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees’ information, competitions, training updates etc.

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 data – legitimate purposes

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

- promote and encourage full participation in athletics by sending members' communications and information for upcoming events. Competitions and events may be filmed or photographed and your personal information may also be used alongside images captured, which we may use for promotional, education and development purposes;
- ensure membership is up to date for the purposes of competition in leagues, Scottish athletics licenced events, open graded events etc
- provide Team Managers with the minimum required information to enter members correctly into competition
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Lasswade Athletics Club.
- to make decisions about athlete progression and development through any athlete pathway programme;
- monitor and develop participation in athletics by monitoring members' engagement and participation and inviting our members to participate in surveys for research and development purposes;
- invite our members as award winners or guests to our annual awards and AGM
- develop and maintain our members' qualifications, including sending communications to members to inform of upcoming courses, renewal requirements and verify completion of any mandatory training and PVG / child protection requirements;

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 on lasswadeathletics@gmail.com. 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:

- 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 and volunteers are able to undertake regulated work with children and vulnerable adults
- our sportscotland regulatory requirements to report on membership numbers and trends
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

Why we need your personal information – vital interests

- We require details of any relevant medical condition that may have an impact on that person's health and well-being whilst they are participating in activities at the club or organised events.

Who we share your personal information with

- When you become a club member of, or renew your club membership, you will automatically be registered as a member of Scottish Athletics Limited. We will provide Scottish Athletics Limited with your personal data which they will use to enable you to access their online membership system. Scottish Athletics Limited will become a controller of your personal

information when they receive it. Scottish Athletics Limited' privacy notice explains how they use your personal information and can be accessed here <https://www.Scottish Athletics Limited.org.uk/privacy-policy/>

- We will share name, date of birth, gender and Scottish Athletics Limited membership number with event organisers including, but not limited to, Scottish Athletics Limited, SAIL, Forth Valley League & East District Cross Country league.
- If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Athletics Limited for promotional and/or journalistic purposes.
- We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Where possible this information will be anonymised.
- We may also share personal information with our professional and legal advisors for the purposes of taking advice. Such organisations may include the Health & Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children.
- Lasswade Athletics Club employs third party suppliers to provide services, including Entry Central. 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 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.
- We publish the results of our competitions on our website, facebook page and in the local media. This includes competitors' name, age, result, age and gender Categories

How we protect your personal information

- The Club will collect the least amount of information about you that it needs.
- Once collected, the information will be kept as carefully as possible.
- Data will be stored, and shared, only on encrypted documents by those who require access to it.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 2 years.

Your rights

You can exercise any of the following rights by writing to us at lasswadeatheltics@gmail.com. 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 Lasswade Athletics Club 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.