

CUMBERNAULD AAC PRIVACY NOTICE

Cumbernauld Amateur Athletics Club (CUMBERNAULD AAC) is a non-profit charity whose principle objectives are to promote and Advance Athletics as a competitive sport and to provide recreational activities to members with the objective of improving the conditions of life. CUMBERNAULD AAC is affiliated to the Sport's Governing Body, Scottish Athletics (SA).

CUMBERNAULD AAC will be a "controller" of the personal information that you provide to us in any forms that you are asked to complete or through our website, www.cumbernauldaac.org.uk, unless otherwise stated.

WHAT WE NEED

When you register as a member or new start; renew your membership of CUMBERNAULD AAC (including if you are registering or renewing on behalf of a child under the age of 16); or make an enquiry as to joining on our website; or volunteer, we will ask you for the following information:

- Contact Details – name, address, email address, telephone number, emergency contact details and date of birth;
- Membership Category – Full, Junior, Family, Life;
- SA Number;
- PVG Membership Requirements;
- Medical Information; and
- Parental Assistance – identification of skills that would aid growth and development of the club.

WHY WE NEED YOUR PERSONAL INFORMATION - CONTRACTUAL PURPOSES

We need to collect our members, new starts and volunteers' personal information so that we can manage your membership and participation in the club. We will use this personal information to:

- Provide you with core member services including voting rights, insurance, SA affiliation and PVG checks;
- Set up your online membership details with Scottish Athletics Clubserve tool; and
- Send you membership communications by post or email in relation to essential membership services, including but not limited to general meeting notices, membership renewals and information on membership benefits.

If you do not provide us with all 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 will also process our members', new starts and volunteers' personal information in pursuit of our legitimate interest to:

- Promote and encourage participation in the sport of Athletics by sending members, new starts or volunteers' communications and booking information for upcoming competitions, events and courses. Our competitions, events or courses may be filmed or photographed and your personal information may also be used to capture from our competitions, events and courses, which we use for promotion, club communications, education and development purposes. Any filming or photographing in regards to children will be used in accordance with Safe in Sport – Good Practice Guidelines;
- Provide competition in the sport of Athletics by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;

- To ensure all coaches are informed of relevant medical information on athletes. This information will be used to ensure that no activity is delivered during the session that may impact negatively on the athletes health;
- 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;
- Process personal data for the purposes of ID verification as part of the PVG / coach licencing renewal cycle;
- Respond to and communicate with members, new starts and volunteers regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Athletics. We will use your personal information to investigate your complaint; suspend membership and take disciplinary action where appropriate;
- Monitor and develop participation in Athletics by monitoring members, new starts and volunteers' engagement and participation and invite our members, new starts and volunteers to participate in surveys for researching and development purposes;
- Invite our members, new starts and volunteers to our annual awards ceremony, which may include asking for nominations for awards and short listing such individuals to select the winners who will then be contacted; and
- Develop and maintain our members qualifications; including sending email communications to members, new starts or volunteers to inform them of upcoming courses, renewal requirements and verify that mandatory training and PVG / child protection requirements have been completed.
- Reimburse legitimate expenses incurred by members.

Where we process your personal information in pursuit of our legitimate interests, you will 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 CumbernauldAAC.Welfare@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, new start or volunteer.

WHY WE NEED YOUR PERSONAL INFORMATION – LEGAL OBLIGATIONS

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

- The Protection and Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults. This information will include your PVG certificate number, PVG membership number, date of issue and any other relevant information in relation to the PVG Scheme; and
- The Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address and date they were admitted to membership and the date on which they ceased to be a member, and hold general meetings, including issuing notices and voting arrangements.

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.

WHO WE WILL 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 the Health & Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

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

CUMBERNAULD AAC employs third party suppliers to provide services, including team management and payment. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and to protect it. In the event that we do share personal information with external third parties, we will only share personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed information in accordance with those purposes.

As an affiliated club of Scottish Athletics we will share membership details with Scottish Athletics, via their Clubserve Online Support System. Scottish Athletics will become a controller of your personal information when they receive it. Scottish Athletics Privacy Notice explains how they use your personal information and can be accessed here www.scottishathletics.org.uk.

We may publish competition results of our members on our website (www.cumbernauldaac.org.uk) or on the club social media platforms. This includes competitors’ name, age, result and photographs.

HOW WE PROTECT YOUR PERSONAL INFORMATION

Your personal information is stored on our club database which is encrypted, backed up to the cloud, and on servers based in the UK or EU and are accessed by our Board and volunteers for the purposes set out above.

The data from the club database is shared electronically via encrypted database reports, access restricted on a need to know basis and reports are deleted when they become redundant.

If we are required to transfer your personal information out with the UK or EU for the purposes of training or competition, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

Where paper copies of personal information are to be retained, these will be kept under locked conditions. Any electronic transfer of personal information will be encrypted or password protected.

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 annual membership with us.

We are under a legal obligation by the Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our member for at least six years from the date on which membership ceased, this information comprises name and date membership ceased.

YOUR RIGHTS

You can exercise any of the following rights by writing to us at CumbernauldAAC.Welfare@gmail.com.

Your rights in relation to your personal information are:

- You have the right to request access to the personal information 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 the right to request that we correct or complete your personal information;
- You have the 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 CUMBERNAULD AAC will be considered under applicable data protection legislation. If you remain dissatisfied, you have the right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.