

## **Introduction**

Law & District Amateur Athletic Club ("Law & District AAC") are incorporated as a Scottish Charitable Incorporated Organisation (SCIO). This means we are an incorporated body having charitable status under the Charities and Trustee Investment (Scotland) Act 2005. Our registered charity number is SC046168.

Law & District AAC is affiliated to Scottish Athletics, who are the national governing body.

## **What we need**

Law & District AAC will be a "controller" of the personal information that you provide to us in this form. This personal information will be provided by either a member or a volunteer of the club. Please note we may share this information with Scottish Athletics, as the national governing body, and also with Love Admin, our payment and admin software providers.

### *Members' personal data:*

When you register as a member of Law & District 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 the following personal information:

- contact details – name, address, email address, date of birth, etc.;
- emergency contact details – name, contact number, email address
- membership criteria / category – full / retired / second claim;
- payment details – bank account number, sort code, card details, etc.;
- equality information – for example, disability, etc.; and
- details of any medical conditions or medications taken regularly.

### *Volunteers' personal data:*

When you volunteer with Law & District AAC, we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, etc.;
- PVG membership details (if available).

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

### *Members' personal data:*

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

- to maintain our membership database with up to date information on all members;
- provide you with notification of training information including additional training sessions, training cancellations, change of normal venue etc.;
- send you membership communications by email (in the first instance) in relation to essential membership services, including but not limited to: notice of Annual General Meeting, membership renewals, membership fees' information, 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.

#### *Volunteers personal data:*

Law & District AAC seek volunteers to provide assistance in a number of ways. This may involve coaching or track and field official, amongst others. When you book a place with us for and attend a coaching course, or training course, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, event, etc.

If you do not provide us with all of the personal information that we need to collect then this make affect our ability to book your place.

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

##### *Members' personal data:*

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

- promote and encourage participation in athletics by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed 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 competition in athletics by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in athletics by monitoring members' engagement and participation through [insert uses] and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our annual presentation night;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to athletics. Our disciplinary procedure is provided on our website ([www.lawaac.co.uk](http://www.lawaac.co.uk)); and
- updating Club Success (Honours) section of the club website.

The information we hold for a club member is as follows:

**Personal Information**

Personal Contact details such as name, email address and phone number

Date of Birth

Gender

Membership Details (Start, End Dates etc.)

For U18's, Guardian Names

Payment Details (Bank Account etc.)

Payment History

Gift Aid Taxpayer Name

Record of attendance (this may be important longer term for code of conduct/insurance/complaints reasons)

Athlete Consents (or Guardian on behalf of an athlete under 13 years old) such as use of photography and contact preferences

**Special Information**

Athlete Medical Conditions

Athlete Equality Statements

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 the following details:

Lesley McNicol

Tel: 07902 938 567

Email: [secretary@lawaac.co.uk](mailto:secretary@lawaac.co.uk)

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.

*Volunteers' personal data:*

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

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 the following details:

Lesley McNicol

Tel: 07902 938 567

Email: [secretary@lawaac.co.uk](mailto:secretary@lawaac.co.uk)

If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

### **Why we need your personal information – legal obligations**

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

- the Charities and Trustee Investment (Scotland) Act 2005 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, and hold general meetings, including issuing notices and voting arrangements;
- 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 Scottish Athletics regulatory requirements to provide details to confirm our members are affiliated; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary; and

### **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 share your personal information with**

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 and local press 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. 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. These advisors 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 will share your information with Love Admin, our payment and admin software providers.

As an affiliated club of Scottish Athletics, we are required to ensure that all of our members are members of Scottish Athletics as a condition of our affiliation.

We will share your name and membership details with Scottish Athletics who will become a controller of your personal information when they receive it. Scottish Athletics will use this data to allow the member to be affiliated.

We publish the results of our competitions on our website. This includes competitors’ name, age group category and result.

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

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our volunteers for the purposes set out above.

### **How long we keep your personal information**

#### *Members’ personal data*

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 delete your personal information immediately where you have cancelled your membership with us. However, the name and address of the fee payer is retained for up to 12 months in order for gift aid claims to be made by the club to HMRC. All other personal data of the member, including medical information and emergency contact details, are erased on confirmation of membership expiring.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Law & District AAC and for how long.

We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Law & District AAC.

### **Your rights**

You can exercise any of the following rights by writing to us at [secretary@lawaac.co.uk](mailto:secretary@lawaac.co.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 Law & District AAC 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)