

AIRDRIE HARRIERS ATHLETIC CLUB

PRIVACY NOTICE

Airdrie Harriers Athletic Club (hereafter referred to as “the Club”) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, the Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

Information needs

When you volunteer with or register as a member of the Club 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 and date of birth.
- Membership criteria/category e.g. athlete, parent, volunteer, coach etc.
- Equality/welfare information e.g. health conditions, disabilities or other relevant details.

Why we need your personal information - contractual purposes

The Club needs to collect our members’ and volunteers’ personal information so that we can manage your (or your child’s) membership/voluntary activities with the Club. We will use our members’ and volunteers’ personal information to:

- Provide you with core member services, including registration with Scottish Athletics, PVG Checks etc.
- Set up online membership, where appropriate.
- Facilitate participation at competitions, events, training courses, etc.

If you do not provide us with all of the personal information that we require to collect, this may affect the Club’s ability to do the above.

Why we need your personal information - legitimate purposes and legal obligations

The Club will also process member’s and volunteers’ personal information in pursuit of legitimate interests to:

- Promote and encourage participation in the sport of athletics sending members/volunteers communications and booking information for upcoming competitions or events. Our competitions and events may be filmed or photographed and members’/volunteers’ personal information may also be used in images captured in such events which can be used for educational, promotional and development purposes.
- Provide competition in athletics by accepting and managing entries for competitions and checking your personal information to ensure that you are entered into the correct category.
- Develop and maintain members’/volunteers qualifications, including sending e-mail communications to members to inform them of upcoming courses, renewal requirements and verification of completion of mandatory training, PVG and Child Protection requirements.

- Respond to and communicate with members'/volunteers' regarding questions, comments, concerns, complaints or support needs. We will use personal information to investigate complaints, suspend membership and take disciplinary information, where appropriate.
- If you are a volunteer, 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 the Club process your personal information in pursuit of legitimate interests, you have the right to object to us using your personal information for such purposes. If you wish to object to any such processing of your personal information, please contact the Club at contact@airdrieharriers.co.uk.

If we agree and comply with your objection this may affect the Club's ability to undertake the tasks outlined above for the benefit of you as a member/volunteer

Other uses of personal information

The Club may ask if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional Privacy Notice giving information on how your information will be used for any additional purposes.

Who we share information with

The Club may be required to share personal information with statutory or regulatory authorities and organisations to meet our statutory obligations.

Such organisations include Health and Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

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 affiliation. Consequently the Club will share your name and membership category with Scottish Athletics who 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 through their website.

In the event that we do share personal information with external third parties the Club 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 may also publish the results of competitions on our website. This may include competitors' name, age, result.

Protection of personal information

Your personal Information is stored on the Club's paper and electronic filing systems and is accessed by a limited number of club officials for the purposes set out above.

Retention of personal information

The Club will only keep your personal information for as long as necessary to provide you with membership services. We will delete your personal information where you have not renewed your membership for three years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of the Club, and for how long. We need to do this in the event of a claim against the Club.

Your rights

You can exercise any of the following rights by contacting the Secretary at Airdrie Harriers Athletic Club.

Your right in relation to your personal information are:

- The right to request access to your personal information that we hold about you by making a 'subject access request'.
- The right to request that we correct or complete your personal information if you believe this is inaccurate or incomplete.
- The right to request that we restrict the processing of your personal information for specific purposes.
- The right to request that we delete your personal information, although this will result in membership services not being available to you.

Any request received by the 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