



Kilbarchan Amateur Athletic Club

Privacy Notice

Kilbarchan Amateur Athletic Club is a registered charity (Reg SC044885) promoting and encouraging participation and development in the sport of athletics. Kilbarchan AAC is registered with the National Governing Body, Scottish Athletics.

What we need

Kilbarchan Amateur Athletic Club (AAC) will be a controller of the personal information you provide to us in the Membership Application form.

When you register as a member of Kilbarchan AAC (including if you are registering on behalf of a child under the age of 16) we will ask you for the following personal information:

1. Contact details – name, address, contact telephone numbers, email address, date of birth
2. Membership criteria/category – athlete, coach, volunteer, parent etc
3. Previous Club information and Scottish Athletics membership affiliation number
4. Any significant health issues

Why we need your personal information – contractual purposes

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

We will use members personal information to send you membership communications by email in relation to essential membership services, including but not limited to Annual General Meeting notices, membership fees, renewals and information on membership benefits.

When you become a member of, or renew your membership, with Kilbarchan AAC and become a

competing member you will automatically be registered as a member of Scottish Athletics (unless you opt out if this service). We will provide Scottish Athletics with your personal data which they will use to enable access to online services. Scottish Athletics will contact you with details of your membership and benefits. If you have any questions about the continuing privacy of your personal data when it is shared with Scottish Athletics, please contact admin@scottishathletics.org.uk.

Failure to provide us with all the personal information we need to collect may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

Members personal Data

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

1. Promote and encourage participation in the sport of Athletics by sending members information and communications for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information (name and age group only) may be used for promotional, educational and development purposes.
2. Provide competition in the sport of Athletics by accepting and managing entries for competitions and checking your personal information to ensure you are entered into the correct category.
3. Develop the sport of athletics by monitoring members engagement, results and participation. We will automatically register you on the ranking website "The Power of 10"

(www.thepowerof10.info). This is used to monitor results in affiliated competition.

4. Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of athletics. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

Volunteers personal Data

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences and all volunteers 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 make contact with us at kilbarchanaacsecretary@outlook.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 or volunteer.



Kilbarchan Amateur Athletic Club

Why we need your personal information – legal obligations

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

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and adults.

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 may include The Health and Safety Executive, The Inland Revenue for Gift-Aid purposes, 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.

As an affiliated club of Scottish Athletics, the National Governing Body, we are required to ensure that all our coaching, officials and competing members are members of Scottish Athletics as a condition of affiliation. We 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 here

<https://www.scottishathletics.org.uk/privacy-policy/>

We publish results of our competitions on our website, Facebook, Twitter and Instagram and provide press releases to local newspapers. This can include competitors name, age and result.

The Club does not supply any personal data it holds for this purpose to any other third party. 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.

The club has the following social media pages – Facebook, Twitter, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that the providers of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club's social media pages.

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.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers are based in the UK. This information is accessed by our

volunteers for the purposes set out above.

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 5 years.

Your rights

You can exercise any of the following rights by writing to us at kilbarchanaacsecretary@outlook.com

Your rights in relation to your personal information are as follows:

1. You have a right to request access to the personal information that we hold about you by making a "subject access request"
2. 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
3. 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 Kilbarchan 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