

LINLITHGOW SPORTS CLUB

Privacy Notice

Linlithgow Sports Club is committed to protecting and respecting the privacy of all members, including parents and/or guardians of members below the age of 18. This notice sets out the key information about how the sports club processes and uses personal data provided by the membership, in compliance with the General Data Protection Regulation (GDPR).

1. DATA CONTROLLER

Under the data protection law Linlithgow Sports Club will be the 'controller' of the personal information provided by members, whether offered through the completion of club forms or online membership applications via the club website. As data controller the sports club will ensure that member data is held securely, will provide accurate information about how it is used and that all individuals' rights are respected.

2. WHAT PERSONAL DATA IS COLLECTED?

When you register as a member at Linlithgow Sports Club, including if you are registering on behalf of a non-senior member under the age of 18, we will ask you to provide information which will enable us to create and manage your membership record, constituted as shown below:

Contact Data:

Names, Addresses, Email Addresses, Contact Numbers: Landline/Mobile (including for non-member parents or guardians of any under 18 members), Dates of Birth (under 18 members).

Membership Data:

Membership Class, (including senior-citizen, senior, parent, student, teen, junior, mini and non-playing), Family Groups, Sport Preferences, Membership History/Status.

Welfare Data:

To ensure health and wellbeing of all children and vulnerable adults' identification of responsible adults, Emergency Contact Details, Medical Contact/GP Details, and information of pre-existing medical conditions which may affect ability to take part in club activities.

3. WHY WE NEED YOUR PERSONAL INFORMATION – CONTRACTUAL PURPOSES

The personal data you supply enables us to manage your membership, ensuring that you can fully benefit from the facilities offered by the club for your class of membership, which includes:

- providing you with all core member services, which includes clubhouse, specific sport environments and insurances;
- keeping in touch with you, by email communication and web-based content, with information about membership services, club events both sporting and social, meeting notices and renewal invitations.

Failure to provide the requested personal information may affect the ability of the sports club to offer the services and benefits mentioned above.

4. WHY WE NEED YOUR PERSONAL INFORMATION – LEGITIMATE PURPOSES

Linlithgow Sports Club also uses members' personal information in pursuit of the club's legitimate interests to:

- promote and encourage participation in the sports of bowls, tennis, squash and racketball by sending members' communications and booking information for competitions and events. Club competitions and events may be filmed or photographed, and participating members' personal information may be used in images captured from such competitions and events by

the club for promotional, education and development purposes. In every such case the club will comply with rules stipulating the need for prior consent before children or vulnerable adults can be photographed;

- provide competition in the sports of bowls, tennis, squash and racketball by accepting and managing club competition entries and checking members' personal information to ensure entry is appropriate;
- develop and maintain members' qualifications, including sending email communications to members informing of courses, renewal requirements and verification of completion of mandatory training and PVG/child protection requirements;
- maintain communication with members and be able to respond to member questions, comments, support needs, complaints, concerns or allegations in relation to the sports of bowls, tennis, squash and racketball or general management of the club.

Where Linlithgow Sports Club processes members personal information in pursuit of legitimate interests outlined above, individuals have the right to object to such use of their personal information. Objections should be raised, in writing, to the club Board of Management for consideration. However, it should be noted that if an objection raised is agreed by Board of Management, compliance may affect the ability of the club to undertake tasks described above for the benefit of the member.

5. WHY WE NEED YOUR PERSONAL INFORMATION – LEGAL OBLIGATIONS

Linlithgow Sports Club is under legal obligation to process certain personal information relating to members, to comply with obligations under:

- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that club coaches and volunteers can undertake regulated work with children and vulnerable adults.

6. OTHER USES OF YOUR PERSONAL INFORMATION

The sports club may ask you for permission to process your personal information for additional purposes. In every such circumstance you will be provided with full information about how the information will be used for any additional purposes.

7. SHARING YOUR PERSONAL INFORMATION

The sports club may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include Health & Safety Executive, Disclosure Scotland and Police Scotland for safeguarding children and vulnerable adults. There may also be requirement for the club to share personal information with legal advisors if taking advice.

The sports club is an affiliated club with the recognised sports associations for bowls, squash/racketball and tennis. As such, the club may be required to share some personal information about members who play the sports managed by the appropriate sports association. Reference can be made to the appropriate sports association body privacy notice for details about the use which they make of personal information.

8. PROTECTION OF PERSONAL INFORMATION

All membership personal information data is stored in electronic file with restricted access, which is encrypted, stored on a secure server with backup service. Extraction of data and use of such, is strictly limited to club office bearers.

9. RETENTION OF PERSONAL INFORMATION

Personal information will be held on sports club membership records for as long as necessary to provide a member with all membership services. The length of time a member record remains active is therefore from date of joining and all subsequent renewals.

Unless requested not to, the sports club will also retain membership data for those who do not renew, resign or whose membership is cancelled for whatever reason, for a period of 4 years following non-renewal, resignation or cancellation. The retention of this information is for administrative purposes examining club statistics and history.

10. YOUR RIGHTS

Your rights in relation to your personal information are:

- to request access to the personal information held about you by the sports club;
- to request correction or completion of your personal information if believing it to be inaccurate or incomplete;
- to request that the sports club restricts the processing of your personal information for specific purposes;
- to request that the sports club deletes your personal information.

You can exercise any of the following rights by emailing the club President or writing to Board of Management at Linlithgow Sports Club. Requests will be considered under applicable data protection legislation by Board of Management.