

Corstorphine Athletics Club

Privacy notice

What we need

Corstorphine Athletic Club seeks to encourage athletics in any way possible in Corstorphine and District. Membership shall be open to any person of 9 years or over. We are affiliated to Scottish Athletics Ltd the National Governing Body for Athletics in Scotland (A company limited by guarantee established in 2001).

Corstorphine Athletic Club will be a "controller" of the personal information that you provide to us through registering on the Corstorphine Athletic Club website, through the "join us" contact form on the club's website, the junior waiting list application form and directly to the club's coaches and team managers in any format by the data subject and/or the data subject's parent/guardian.

In addition Corstorphine Athletic Club uses EntryCentral.com as a tool to manage entry of members into the club, entry into other events organised by the club and all other personal data captured. EntryCentral is the leading UK online entry agency is used by Cortorsphine Athletics Club as a 3rd party data processor. Our use of EntryCentral is subject to the terms and conditions applicable to the service provided.

Entry Central's privacy policy is available at the link below and along with their Terms of Website Use (and any other documents referred to on it) sets out the basis on which any personal data they collect from you, or that you provide to them, will be processed by C.

<https://www.entrycentral.com/terms-and-conditions/privacy>

EntryCentral's Privacy Policy details where members and participants personal will be processed within the EU and sets out where personal data will be processed outside the EU.

EntryCentral use services of the extra-EU companies set out in their Private Policy. The EU-US privacy shield is an approved certification mechanism as provided for in the GDPR, and they need to ensure the services they use have EU-U.S. privacy shield certification.

Members' personal data:

When you register as a member of Corstorphine Athletic Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16, we will ask you for the following personal information:

- Personal details– name, address, phone number, email address, date of birth, school, etc.;
- Medical details – medical conditions, emergency contact details;
- Membership criteria / category – for example, athlete, parent, volunteer, etc.;
- Payment details – bank account number, sort code, card details, etc.;
- First Claim Club, Scottish Athletics Membership number, PVG membership, etc.

Volunteers' personal data:

When you volunteer with Corstorphine Athletic Club we will ask you for the following personal information:

- Personal details – name, email address, telephone number and address;

- Participation details – for example, parent, committee, etc.; and
- PVG membership.

Applicants' personal data:

When you apply to join Corstorphine Athletic Club we will ask you for the following personal information:

- Personal details– name, gender, date of birth, email address, telephone number and address;
- Membership criteria– for example, endurance, sprinter, junior or field etc; and
- Junior details – parents' names, if parents are willing to assist with the delivery of club's training sessions, nights they can train, name of school, if they've attended the Corstorphine Development Squad, events they are interested in participating, additional information they believe would be of assistance to their application, etc;

Participants' personal data:

When you apply to participate in a Corstorphine Athletic Club competition or event we will ask you for the following personal information:

- Personal details – name, address, phone number, email address, date of birth, medical conditions, emergency contact details, etc.;
- Membership criteria / category – for example, club, age group etc.;
- Payment details – bank account number, sort code, card details, etc.;
- Competition details – for example, athlete, coach and official etc.;
- Scottish Athletics Membership number, or your Athletics Governing Body membership number, etc.

Why we need your personal information

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:

- Provide you with the coaching that you are entitled, ensure you have the opportunity to compete in the competitions that your club membership entitles you;
- Send you membership communications by post or email in relation to essential membership services, including but not limited to, annual general meeting notices, membership renewals, membership fees' information and asking our members to nominate individuals for awards and shortlisting such individuals to select the winners 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.

Participants' personal data:

When you book a place with us to attend a competition or event, via EntryCentral or an application form, we need to collect your personal information so that we can honour your booking and to enable you to participate in the competition or event.

If you do not provide us with all of the personal information that we need to collect then this may 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:

- 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 in training and inviting our members to participate in surveys for researching and development purposes;
- 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; and
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to athletics. The club's complaints and disciplinary procedures are available on the club website and we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

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 secretary@caac.org.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 secretary@caac.org.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, participants, athletes, etc. 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 vulnerable adults]; and
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information – including your consent to using your personal data

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 and you have consented to us using these images in external publications, we may share this on our website, social media accounts (Facebook, Twitter and Instagram) and CAAC Attack newsletter. We may also share this with Scottish Athletics or Edinburgh Evening News 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 and investigating accidents at training for example.

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

Corstorphine Athletics Club employs third party suppliers to provide services, including EntryCentral.com, Facebook, Google Docs, Mail Chimp and Twitter. These suppliers 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 to apply appropriate measures to ensure data is stored securely.

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.

Athletes' / Participants' personal data

We publish the results of our competitions on our website. This includes (but is limited to) name, any club affiliation, race times and age category.

We share our members name, club name, age group, date of birth, Scottish Athletics membership number with the following organisations:

- Scottish Athletics
- Scottish Athletics Road Running and Cross Country Commission
- Forth Valley League
- Central & South Scotland Athletic League
- Scottish Athletics Men's League
- Scottish Athletics Women's League
- UK Youth Development League.

How we protect your personal information

Your personal information is stored on the following systems:

- Entrycentral.com
- Google Docs
- Coaches, Committee Members and Team Managers computers, tablets and phones

It is accessed by our volunteers for the purposes set out above.

If we are required to transfer your personal information outwith the EU for the purposes of entering into competitions, booking travel arrangements for training camps, etc we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

Members' and Athletes' 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 where you have not renewed your membership with us for 1 year.

We maintain membership records, including member's name, club membership duration and events results as a permanent record of the club's activities.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at secretary@caac.org.uk.]

Your rights

You can exercise any of the following rights by writing to us at secretary@caac.org.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;
- you would have a right to data portability for your personal data held by the club if you wished to transfer clubs. Although it would normally be necessary to complete the sign-up process of the new club;
- you have the right to object to the processing of your personal data by Corstorphine Athletics Club. This effectively allows you to ask the club to stop processing your personal data. This right to object only applies in certain circumstances. Whether it applies depends on the purposes for processing and the lawful basis for processing it; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Corstorphine Athletics 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