

## **Aberdeen Amateur Athletic Club *Privacy Notice***

Aberdeen Amateur Athletic Club is committed to protecting and respecting your privacy. For any personal data you provide, Aberdeen Amateur Athletic Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure, and transparent way.

### **What personal information we need**

You may give us information about yourself by filling in forms at an event or online, or by corresponding with us by phone, email or otherwise. This includes information you provide when you register with the club, complete availability forms, register at an event, complete an enquiry on the club website or log in to the club database. The information you give us may include your name, age, date of birth, gender, address, email address, phone number, school attended, name of the Scottish Athletics affiliated clubs with which you are registered, and Scottish Athletics membership number. We may also ask for relevant health information and an emergency contact. Officials and coaches may share their relevant qualifications and PVG numbers.

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

We retain personal information so that we can manage your membership, event entries, and provide the services for which you are registering. Our lawful basis for processing this information is that we have a contractual obligation to you as a member and/or event participant to do so. Reasons we need to process your data include:

For training and competition entry:

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with leagues and other competition providers for entry in events.

For funding and reporting purposes:

- sharing anonymised data with a funding partner as condition of grant funding e.g. ClubSport Aberdeen, Sport Scotland or Scottish Athletics;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member.

For membership and club management:

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- publishing of race and competition results.

Communications:

- sending you communications related to essential aspects of club membership, including but not limited to membership renewals, club annual general meetings, club events and activities.

Event services:

- communicating event programmes and start lists;
- sharing results with results service providers;
- seeking feedback on your experience as a competitor.

If you do not provide us with all the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

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

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

- provide facilities for and promote the amateur sport of athletics in the city of Aberdeen and the surrounding area, and community participation in the same. In doing so we may send communications and registration information for upcoming competitions and events. Our competitions and events may be filmed and photographed, and your personal information may also be used in images captured, which we use for promotion, education, and development purposes.
- provide competition in the sport of athletics by accepting and managing entries for our competitions and checking your personal information to ensure you are entered in the correct category;
- 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 you 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.

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 at [info@aberdeenaac.co.uk](mailto:info@aberdeenaac.co.uk). If we agree and comply with your objections, this may affect our ability to undertake the tasks above for the benefit of you as a member.

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

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

- the Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of current members which includes each member's full name, address, and the date they were admitted to membership; a register of former members which includes their name and the date on which they ceased to be our member; and to hold general meetings including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches, officials, and other volunteers can undertake regulated work with children and vulnerable adults;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

### **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 describing how we will use your information for these additional purposes.

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members, e.g. open competitions, taster sessions, community athletics programmes, prior to inductions and new enquiries. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club utilises social media through Facebook and Twitter. All are free to join these pages. If you join one of these social media pages, please note that the providers of the social media platforms have their own privacy policies and that the club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### **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, e.g. the Office of the Scottish Charity Regulator, the Health & Safety executive, Disclosure Scotland, and Police Scotland.

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

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.

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

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

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

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after 6 months of inactivity on that member's account, except for the data in the member register as mandated by the Charities and Trustee Investment (Scotland) Act 2005 which is kept for 6 years from the date an individual's membership ceases. Data for non-members is held only for as long as necessary, then securely destroyed. Your data is not processed for any further purposes other than those detailed in this policy.

### **Your rights**

You can exercise any of the following rights by writing to us at [info@aberdeenaac.co.uk](mailto:info@aberdeenaac.co.uk). Your rights regarding 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 Aberdeen Amateur Athletic 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](http://www.ico.org.uk).

***As a data subject you are not obliged to share your personal data with Aberdeen Amateur Athletic Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.***