

# Kirkintilloch Olympians – privacy policy



Kirkintilloch Olympians (KO) is a not for profit running club run by volunteers and constituted to support the development of athletes in East Dunbartonshire. The club is the data controller under data protection legislation, managed by the club committee. We are committed to protecting your privacy and processing your data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices as well as your right to access your information under Data Protection Legislation.

## ***The information we will collect about you***

In becoming a member of KO including being a volunteer in the club, we may collect certain personal information about you – Athletics Data - which will include:

- your contact details: name, date of birth, gender, email address, address, telephone number;
- your membership criteria – for example, athlete, parent, volunteer, coach;
- your payment details – bank account number, sort code;
- your affiliation with Scottish Athletics (SA) and details of any coaching or officiating licenses you hold, including PVG licence;
- equality information – for example, disability, medical information; and
- the full name, address and telephone numbers of two emergency contacts nominated by you.

You may also choose to provide us with other information including Facebook and social media user details. You will be asked to complete a standing order mandate to enable payment of membership dues.

## ***Why we need the information***

We need to collect and process your athletics data for the purposes of ensuring that we can manage your membership, and provide a safe and supportive environment to allow you to train and volunteer, and to enable us to register you as a member of KO for athletics events. We will use our member's personal information to send you membership communications by post or email, including but not limited to general meeting notices, competition opportunities, and volunteering roles within the club.

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.

We also process our members' personal information in pursuit of our legitimate interests to promote and encourage participation in athletics by sending members' communications for upcoming events and competitions, and to provide competition in athletics by accepting and managing entries for competitions through the club and checking your personal information to ensure you are entered into the correct category.

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, please contact us on [admin@kirkintillocholympians.co.uk](mailto:admin@kirkintillocholympians.co.uk) . If we agree and comply, this may affect our ability to undertake tasks to benefit you as a member.

### ***How we use your information***

We may use your personal information for a number of purposes, including to :

- deal with your requests and enquiries;
- contact you for reasons related to the club and opportunities available to you as a member of KO, including notifying you about Athletics Events;
- register you on behalf of the club for events where you have indicated a desire to participate;
- provide analysis of club membership as required by Scottish Athletics and other Athletics bodies to which the club is affiliated. We will not pass on individual member details in any way.

### ***Our legal bases for processing your information***

We will process your Athletics Data on the basis of the following legitimate interests:

- To share with coaches and other club officials to enable them to ensure your safety and support at club training sessions and events;
- Provide an administration portal where a selected number of club committee members can access data to help to respond to queries, update data and perform necessary administration activity;
- Provide relevant and necessary information via email, text, post and social media to you about the following: changes to club rules and regulation; advice and guidance relating to specific roles held within the club and within athletics; transactional information relating to representative club teams, competition and events, coach and officiating licenses, courses, CPD events and qualifications;

### ***With whom we share your personal information***

We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purposes we will ask for your consent.

When we collect information from you, we will tell you if we would like to send you information about our products and services. If we wish to share your data with third parties for marketing purposes, we will tell you about this and only do so if we get your consent. You can opt out at any time by notifying us;

KO may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection but we will only do this on a case by case basis after asking the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that KO is legally obliged to disclose it.

### ***Protecting your information***

The information that we collect from you may be transferred to a destination external to KO maintained on behalf of the club. We will not transfer your data outside of the European Economic Area.

By submitting your personal information, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your information is treated securely and in accordance with this privacy policy. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information. We also protect the security of your data using Secure Sockets Layer (SSL) encryption technology.

#### ***Finding out what information KO holds about you***

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the KO's club secretary. You may also need to provide two forms of identification (eg driving licence, utility bill or passport) and, if appropriate, any particulars about the source or location of the information you are requesting.

#### ***Data retention***

Any personal information that we collect from you will be retained as long as you are an active, paid up member of KO. All personal information will be deleted after a period of four (4) years where you have not played an active part in the club.

#### ***Changes to our Privacy Policy***

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in May 2018