



Kirkintilloch Olympians – privacy statement

About us

Kirkintilloch Olympians (KO) is 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. Further information on the club's privacy policy can be found on the club website at www.kirkintillocholympians.co.uk

What data we will collect

In becoming a member of KO, KO will collect certain information about you which will include your name, date of birth, gender, email address, address, telephone number, as well as your affiliation with Scottish Athletics (SA) and details of any coaching or officiating licenses you hold (Athletics Data). We may also ask for personal information on disability. Where you are registered with SA, they will collect your details and pass them to us to be able to register you for SA organised events. We will also collect 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 but this information will not be held by the club.

When you volunteer with KO, we will ask you for the following personal information: contact details (name, address, date of birth, email address), participation details (roles and connections with KO), equality information (including disability and PVG membership).

Why we will collect it

We will collect and process your athletics data for the purposes of ensuring that we can 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, including but not limited to general meeting notices, competition opportunities, and volunteering roles within the club.

We will process members' personal information on the basis of legitimate interests, which are registering you as a member or volunteer with KO, to administer your involvement in sport on behalf of the club, to assist us to survey members to help develop the club to meet member's interests, and to communicate with members regarding your questions, comments, support needs or complaints.

When you join KO as a member we will add your details to the club membership database which is held securely by the club membership secretary. This is required to enable us to respond as a club to information sought by SA about the profile and nature of the club membership, and to allow the club to ensure your safety whilst engaged with KO activities. Information relation to financial matters is limited to a database indicating your current status as a paid up member and is managed by the club treasurer.

We may ask you if we can process your personal information for additional purposes, for example to seek views of club development, club kits and offers. 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 will we share your personal information with

If your personal information is included in any images and videos taken by us at our competitions and events, we may share this with SA for promotional or journalistic purposes, and may include this in reports written for other media.

We may share your Athletics Data with bodies to which the club is affiliated, including SA. We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing. We will also not share any other personal data you provide to us that is not Athletics Data.

We may be required to share personal information with statutory or regulatory authorities and organisation to comply with statutory obligations. Such organisations include 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.

We do not employ third party suppliers but 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 long we will keep it

We will only retain your Athletics Data and personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will retain your personal for such time as you are an athlete paying membership to the club and will review and possibly delete your information four (4) years after you have not played an active part in the club.

How we will protect your personal information

All of the personal information we collect from you will be collected, stored and processed in accordance with the terms of SA's privacy policy and stored on our electronic filing system and servers based in the UK.

Your rights

You have the following rights under data protection legislation and may exercise these rights by writing to us at admin@kirkintillocholympians.co.uk :

- to request access to a copy of the information comprised in your personal data by making a 'subject access request';

- to request that we restrict the processing of your personal information for specific purposes, for example where processing of your personal data that is likely to cause or is causing damage or distress or to prevent processing for direct marketing;
- if you believe that any of your personal information is inaccurate or incomplete, you can request that we correct or complete your personal information, and in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed; and
- to claim compensation for damages caused by a breach of data protection legislation.

Any requests received by KO will be considered under applicable data protection legislation.

Complaints

If you have any concerns or complaints in relation to how KO collects and/or processes your personal data, you should contact KO club secretary in the first instance at clubsecretary@kirkintillocholympians.co.uk . If you are dissatisfied with how your concern/complaint is dealt with, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk)