

## **Falkirk Victoria Harriers Privacy Protection Policy**

Falkirk Victoria Harriers are an athletics club affiliated to Scottish Athletics and Falkirk Sports Council

Falkirk Victoria Harriers is a “controller” of the personal information you provide to us. When you provide information about yourself for contractual purposes such as for club membership application or renewal, (including if you are registering or renewing on behalf of a child under the age of 18) or in the case of volunteers for courses, workshops or other training opportunities. We will ask you for the following information:

- Contact details including name, address, telephone number, email address, date of birth, emergency contact details and Scottish Athletics membership number
- Equality information including age, gender and any disability or medical condition,
- We will also ask on membership forms for you to identify your role, e.g. coach, athlete, volunteer, official, parent .....

### **We need to collect personal information in order to:**

- Provide you with core club services such as training, competition and club functions;
- We need any medical and disability information to allow us to take appropriate measures at training or competition
- Process awards and qualifications;
- Send you communications in relation to athletics competition or volunteer training opportunities we think may interest you.

If you do not provide all of the personal information we request then this may affect our ability to offer you our services

### **We also process personal information for legitimate purposes in order to:**

- Promote and encourage participation in athletics by sending communications about forthcoming opportunities.
- Our events may be photographed or filmed and information captured in this way may be used for promotional and education purposes. You will be given the option to refuse this;
- Provide opportunities and competition in athletics by managing entries for events and checking your personal information to ensure you are participating at an appropriate level;
- Monitor and develop participation in athletics by monitoring engagement and participation and, on occasion, inviting participants to take part in surveys for research and development purposes;
- Depending on your role, to develop and maintain qualifications and awards, including sending communications to inform you of forthcoming courses, renewal requirements and to verify that you have completed any mandatory training requirements;
- Respond to and communicate with members regarding questions, comments, support needs or complaints in relation to club activities.

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 these purposes. If you wish to object to any of these, please contact: Club secretary John Denholm, 16 Anne Drive, Stenhousemuir FK5 4JE

Email- [enquire@falkirkvics.com](mailto:enquire@falkirkvics.com)

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

- 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;
- Scottish Athletics and sportscotland regulatory requirements to report on club size, achievements and profile;
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

## **Disability monitoring requirements**

We are required by Scottish Athletics to use personal information relating to equality for monitoring purposes.

We will process such personal information through aggregated and anonymised reports to identify and keep under review equality of opportunity or treatment of groups of people, to promote or maintain equality within disability sport.

## **Other uses of personal information**

We may ask you if we can process your personal information for additional purposes. If so, we will provide you with additional information on how we will use your information.

## **Who we share your personal information with:**

Scottish Athletics, Falkirk Sports Council, organisers of leagues we participate in and the Power of Ten

If your personal information is included in any images or videos we take, we may share this with partners or governing bodies for promotional purposes.

We may be required to share personal information with statutory or regulatory organisations, such as Disclosure Scotland or Police Scotland.

We may also share personal information with our professional and legal advisors in order to take advice.

Where we share personal information with third parties, we will only share the personal information strictly required for the specific purposes and will take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

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

We will keep your personal information for as long as necessary or for as long as we believe you to maintain an interest in athletics.

We will keep certain personal information linked to your competition records for historical and analytical purposes.

## **Your rights**

You can exercise any of the following rights by contacting us by email at [enquire@falkirkvics.com](mailto:enquire@falkirkvics.com) or write to us at John Denholm, 16 Anne Drive, Stenhousemuir

- The right to request access to the personal information we hold about you by making a “subject access request”;
- The right to have personal information corrected or completed;
- The right to request that we restrict the processing of your personal information for specific purposes;
- The right to request us to delete your personal information.

Any requests received by Falkirk Victoria Harriers will be considered under 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).