



Team East Lothian AC Privacy Notice

What we need

Team East Lothian will be a “controller” of the personal information that you provide to us in this form, unless otherwise stated.

When you register as a member of Team East Lothian or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address, and date of birth, emergency contact details;
- membership criteria / category – athlete, parent, volunteer
- medical details such as allergies, medicines taken;

Why we need your personal information - contractual purposes

We need to collect our members’ personal information so that we can manage your membership and ensure the safety of minors at club events. We will use our members’ personal information to:

- provide you with core member services, including, insurance, licensing and PVG checks; and
- send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals and information on membership benefits; and

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.

Why we need your personal information - legitimate purposes

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

- promote and encourage participation in the sport of Athletics by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, 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 into the correct category;
- monitor and develop participation in Athletics by monitoring members’ engagement and participation through 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 to verify that you have completed any mandatory training and PVG / child protection requirements;
- ensure the safety of athletes left in the club’s care during training sessions and competitions; and
- respond to and communicate with members 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 on Clubofficer@teameastlothian.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.



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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 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. The club is also a registered charity and is required to maintain an accurate membership at any time under the Charities and Trustee Investment (Scotland) Act 2005. This includes name and address of each member.

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 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, we may share this with Scottish Athletics 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 or the *Scottish Charity Regulator (OSCR)*.

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

Team East Lothian employs third party suppliers to provide services, including document storage, website, Team App, Google forms, Jotform, Coacha, ClubSpark Funetics and payroll. 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 protect it.

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.

As an affiliated club of Scottish Athletics we are required to ensure that all of our members are members of Scottish Athletics as a condition of affiliation. We will share your name and membership category with Scottish Athletics who will become a controller of your personal information when they receive it.

How we protect your personal information

Your personal information is stored on our electronic filing system on our servers based in the EU. It is accessed by club officials only as necessary for the purposes set out above. We also maintain a paper copy of your first membership form while you are a member in a locked cupboard with the Club’s Membership Secretary. Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.



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How long we keep your personal information

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 delete your electronic personal information where you have not renewed your membership with us within 3 months of the 1st April each year or you tell us you no longer wish to be a member. We will keep your name and when you were a member of Team East Lothian in electronic records for 6 years after you have been deemed to stop being a member. We need to do this to in the event of a claim against Team East Lothian and to comply with Charity Laws.

We have a data protection policy which includes our data retention policy. You can request a copy by contacting us at Clubofficer@teameastlothian.org.uk.

Your rights

You can exercise any of the following rights by contacting us at Clubofficer@teameastlothian.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; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Team East Lothian 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