

Template for Sports Councils

South Ayrshire Sports Council

Privacy Notice

June 2018

What we need

South Ayrshire Sports Council is a voluntary organisation engaged in the promotion of sport in South Ayrshire and affiliated to the Scottish Association of Local Sports Councils (SALSC).

South Ayrshire Sports Council will be a “controller” of the personal information that you provide to us in affiliation forms, booking forms, entry forms, application forms, through our website and social media channels, award nomination forms, training course booking forms etc unless otherwise stated.

Members’ personal data:

When you register as a member of **South Ayrshire Sports Council** or renew your membership (including if you are registering or renewing on behalf of a child under the age of sixteen we will ask you for the following personal information:

Contact Details – We will collect from clubs/organisations and individual members such as full name, address and postcode, e-mail address, telephone number, mobile number

Membership criteria – Affiliated Clubs and individual members.

Volunteers’ personal data:

When you volunteer with **South Ayrshire Sports Council** we will ask you for the following personal information:

Contact Details – We will require full name, address and postcode, e-mail address, telephone number, mobile number, date of birth, place of birth]

Participation Details – Committee member, Admin.

Why we need your personal information – contractual purposes

Members’ personal data:

We need to collect our members' personal information so that we can manage your organisations membership. We will use our members' personal information to:

- Provide you with membership services, and information on SALSC activities.
- Set up and administer your membership.
- Send you membership communications by post or email in relation to membership services, including but not limited to annual general meeting notices, general meeting notices, annual event information, sports events information, general event information, membership renewals, bulletins or newsletters, sources of information, membership surveys, information requests, entry forms, booking forms, awards information, nomination forms, workshops or training information, vacancy advertising etc.

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.

Participants personal data:

When you book a place with us for and attend a coaching course, competition, event, training course etc, we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, workshop, competition etc.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

Why we need your personal information – legitimate purposes

Members' personal data:

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

- Promote and encourage participation in **South Ayrshire Sports Council** activities by sending members' communications and booking information for competitions and upcoming events. Our events may be filmed for live streaming purposes and your personal information may also be used in images captured from our events, which we use for promotional and development purposes.
- Provide competition in **South Ayrshire Sports Council** by accepting and managing entries for our competitions and checking your personal data to ensure you are entered into the correct category.
- Monitor and develop participation in **South Ayrshire Sports Council** by monitoring members' engagement and participation through sport and inviting our members to participate in surveys for researching and development purposes.
- Invite our members as award winners to our annual awards, which includes asking our members to nominate individuals or teams or others for awards and shortlisting such nominations to select winners who we will contacted by post, e-mail or telephone.
- Develop our members' qualifications, including sending e-mail communications informing of training courses and workshops, renewal requirements and verify that you have completed any mandatory training and PVG requirements, including sending members communications regarding external agencies upcoming courses which may be of interest.
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to **South Ayrshire Sports Council**.

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 **South Ayrshire Sports Council**. 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.

Volunteers personal data:

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

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 **South Ayrshire Sports Council**. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants etc. for the purposes of complying with our obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our volunteers are able to undertake regulated work with children and vulnerable adults;
- Our Local Authority / Leisure Trust regulatory requirements to [insert details of how personal data is processed to comply with these obligations];
- 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 on how we will use your information for these additional purposes.

Who we share your personal information with (9)

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with the Scottish Association of Local Sports Councils, sportscotland, sponsors and sports partners (Leisure Trusts, Local Authorities for example) 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 and Safety Executive, Disclosure Scotland and Police Scotland Local Authority or Leisure Trust] for the purposes of safeguarding children and [insert any other purposes, such as running events.

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

South Ayrshire Sports Council uses third party suppliers to provide services, including IT etc. 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. **(10)**

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.

Sports Council Members’ personal data: (11)

As a registered / affiliated member of the Scottish Association of Local Sports Councils we may be required to share member club contact details when requested should SALSC be working in partnership with the relevant Sport’s Governing Body to promote the work of Sports Councils for a specific sport who will become a controller of your personal information when they receive it. SALSC’s privacy notice explains how they will use your personal information and can be accessed from salscoffice@gmail.com

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers are based in the UK, EU etc, and is accessed by our staff, volunteers, for the purposes set out above.

How long we keep your personal information

Members’ personal data:

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 review and possibly delete your personal information where you have not renewed your membership with us.

Your rights

You can exercise any of the following rights by writing to us at **South Ayrshire Sports Council** or by logging on to your account on our website www.sayrsportsc.co.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 **South Ayrshire Sports Council** 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

Sports Council Consent Section for privacy notice

Why we need your personal information – marketing

Where you are happy for us to do so, we would like to contact you by e-mail with information about **South Ayrshire Sports Council**, our latest news and upcoming event/competitions/meetings/courses etc.

If you would like to receive e-mail communications from us, please select from the following options:

Information about **South Ayrshire Sports Council**.

Latest news, bulletins, meetings.

Details of upcoming events, courses, competitions.

Once you submit your preferences to us, we will send you an e-mail to confirm these. Please note that we will not e-mail you with any information until you have confirmed your preferences by responding to our e-mail.

You may change your preferences at any time or request that we stop sending you e-mail communications by contacting us at sportsdevelopment@south-ayrshire.gov.uk. There is also an 'unsubscribe' button at the bottom of e-mail communications we send.

