

Sportscotland

Privacy Notice

WEST END ROAD RUNNERS

May 2018

What we need

West End Road Runners is a running club affiliated to Scottish Athletics. We collect information from members so that we can organise the administration of the membership and promote our aims, which include encouraging the practice, participation, promotion and development of running in the community.

West End Road Runners will be a "controller" of the personal information that you provide to us, including information you provide in forms and through the website.

When you register as a member of West End Road Runners or renew your membership we will ask you for the following personal information:

- contact details– name, address, email address, date of birth, qualifications which would be useful for the club and areas you are willing to help out in, etc.;

Why we need your personal information – contractual purposes

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

- set up your online membership account and collect payment; and
- send you membership communications by email in relation to essential membership services, including general meeting notices, membership renewals, membership fees' information, 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.

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 running by sending members communications and information for upcoming social events, competitions and running events. Events may be filmed or photographed and your personal information may also be used in images captured from events, which we use for promotional and development purposes;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses;
- respond to and communicate with members regarding your questions, comments, support needs or complaints. See our policies and procedures on the website for details, for

example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.

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 secretary@westendroadrunners.co.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.

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 Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- our **Scottish Athletics** regulatory requirements; and
- 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

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this on our social media platforms of local press/radio 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.

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

We use a third party supplier – PaySubsOnline.com to provide membership admin services. This supplier 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 other 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 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 review and delete your personal information if membership is not renewed within six months.

Your rights

You can exercise any of the following rights by writing to us at secretary@westendroadrunners.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 West End Road Runners 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