

Bridge of Allan
Sports Club

Privacy Policy

1. What we need

Bridge of Allan Sports Club is a Community Amateur Sports Club, affiliated to SportScotland, Tennis Scotland, Scottish Squash and the Scottish Padel Federation

Bridge of Allan Sports Club will be a "controller" of the personal information that you provide to us through our Membership Application form and/or Coaching Programme / Activity camps entry forms.

When you register as a member of Bridge of Allan Sports Club 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:

- 1.1 **contact details** - name, address, email address, date of birth, telephone number,
- 1.2 **payment details** - bank account number, sort code, name of Bank. (for payment of membership fees / entry to coaching programmes).
- 1.3 **emergency contact details** - next of kin / emergency contact in the event of emergency or injury.
- 1.4 **personal Health** - basic health questions

If you volunteer with Bridge of Allan Sports Club we will ask you for the following personal information:

- 1.5 **contact details** - name, address, email address, date of birth, telephone number
- 1.6 **participation details** - parent / committee / relationship to member
- 1.7 **any other personal information** - PVG membership number

2. 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:

- 2.1 provide you with core member services, including the use of relevant facilities, and other services including insurance, licensing regulations, voting rights.
- 2.2 send you membership communications, in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees' information.

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.

- 2.3 when you book a place with us to attend a coaching programme, activity camp, 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 relevant activity.

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.

3. Why we need your personal information – legitimate purposes

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

- 3.1 promote and encourage participation in our core sporting activities 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.
- 3.2 provide competition in the relevant sporting activity by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category.
- 3.3 enable members to communicate with each other via email or telephone in order to arrange games / matches within their relevant sporting activity. A list of members' names, and telephone number is posted on the relevant league notice boards.
- 3.4 confirm membership status by way of a list of names and membership numbers stored on a list, situated within the bar area and controlled by staff only.
- 3.5 set up members' online court booking account with the Fastcourts booking system.

- 3.6 assess your suitability for the use of the gymnasium and associated equipment based on information supplied by members on the Gymnasium Rules and Health Declaration Form.
- 3.7 respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to your membership. We will use your personal information to investigate your complaint, to suspend membership or 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 01786 834397 or at manager@boasc.com. 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.

4. Volunteers' / Coaches personal data:

- 4.1 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.
- 4.2 If your PVG certificate contains information that requires clarification, 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.
- 4.3 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 01786 834397 or at manager@boasc.com. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

5. Why we need your personal information – legal obligations

- 5.1 we are under a legal obligation to process certain personal information relating to our members, volunteers and participants 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.

6. Other uses of your personal information

- 6.1 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. This will set out the relevant purposes and processing conditions where necessary. We will seek your prior consent to the processing.

7. Who we share your personal information with

- 7.1 we may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.
- 7.2 such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.
- 7.3 we may also share personal information with our professional and legal advisors for the purposes of taking advice.
- 7.4 Bridge of Allan Sports Club employs third party suppliers to provide services, for the submission and processing of direct debit payment information. 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.
- 7.5 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.
- 7.6 as an affiliated club of Tennis Scotland, Tennis Central, Scottish Squash and the Scottish Padel Federation, we are required to ensure that all of our members are members of the aforementioned Governing Bodies, as a condition of our affiliation.
- 7.7 at present we share your contact details with Scottish Squash, Tennis Scotland, who will become controllers of your personal information when they receive it. Their privacy notices explain how they use your personal information and can be accessed here –
- Scottish Squash - www.scottishsquash.org
- Tennis Scotland - www3.lta.org.uk
- 7.8 'Fastcourts Ltd' are processors of the information we supply to them and we have a contract in place in order to prevent the use of your information being used for any purpose other than to set up your account to enable you to use the Fastcourts system for booking Tennis, Squash and Padel Tennis courts. Fastcourts GDPR statement can be found at www.fastcourts.com.

8. How we protect your personal information

- 8.1 your personal information is stored on our password protected, electronic filing system, with the exception of the membership data held in paper form, (see 3.4)which is stored in a locked safe within the cellar area and is accessed by our staff for the purposes set out above.
- 8.2 we are required to transfer some personal information, (name and email address only), outwith the EU for the purposes of sending information to members via the Mailchimp email system.
- 8.3 Mailchimp's servers are based in the US but have signed up to the "Privacy Shield", which is an agreement between the US and EU Commission relating to the protection of personal data – this constitutes a "safeguard" under the GDPR.
- 8.4 you may change your preferences at any time or request that we stop sending you email communications by contacting us at manager@boasc.com There is also an 'unsubscribe' button at the bottom of every Mailchimp generated email communication we send.

9. How long we keep your personal information

- 9.1 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 for 6 years.

10. Your rights

- 10.1 you can exercise any of the following rights by writing to us at manager@boasc.com
 - 10.1.a your rights in relation to your personal information are:
 - 10.1.b you have a right to request access to the personal information that we hold about you by making a "subject access request";
 - 10.1.c 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;
 - 10.1.d you have a right to request that we restrict the processing of your personal information for specific purposes.
 - 10.1.e if you wish us to delete your personal information, you may request that we do so.

Any requests received by Bridge of Allan Sports Club 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 or at ICO Scotland, 45, Mitchell Street, Edinburgh. EH3 7HL