



Springburn Harriers Running and Athletics Club

SCIO SC047474

Privacy Policy

1. Purpose

The purpose of this policy is to comply with the General Data Protection Regulations (GDPR) which provides an update to the Data Protection Act 1998 which came into force on 25 May 2018.

This policy should be read in association with the Club's Data Protection Policy.

2. Background

This policy has been developed taking account of advice from Scottish Athletics.

3. Reasons for the Policy

Everyone is entitled to privacy. This means that information about individual Club members should not be heard or read by anyone that the member themselves does not wish to hear or read it.

4. Taking Care with Your Privacy

To safeguard your privacy, this will be important:

- The Club will collect the least amount of information about you that it needs.
- Once collected, the information will be kept as carefully as possible.
- Your information will be shared in the Club only with those with a need to know.
- Your information will not be given to anyone unless you or your parent has agreed beforehand.

5. Why the Club Needs Information About its Members and Who we Will Share it With

The Club holds and collects data in the legitimate interest of the operation of the Club's activities which include:

a. For Training and competition entry the Club will share data with:

- club coaches or officials to administer training sessions;
- club team managers to enter events;
- facility providers to manage access to the track or check delivery standards; and
- leagues, associations (and schools' associations) and other competition providers for entry in events.

- b. For Funding and reporting purposes anonymised data will be:
- shared with a funding partner as condition of grant funding e.g. Local Authority; and
 - analysed to monitor club trends.
- c. For Membership and club management data will be used for:
- processing of membership forms and payments;
 - sharing data with regulatory and governing bodies such as Scottish Athletics and governmental organisations as required;
 - sharing data with committee members to provide information about club activities, membership renewals or invitations to social events; and
 - publishing of race and competition results;
 - web-site management.
- d. Marketing and communications, for sending:
- information about promotions and offers from sponsors;
 - club newsletters; and
 - information about selling club kit, merchandise or fundraising.

6. Especially Private Information

In addition to basic information such as your name, address and date of birth, it may be important for the Club to know other things about you. Sometimes this can be very personal, but is necessary for safety reasons (for example if you have a medical condition) or to ensure the Club can fulfil any wider responsibilities (for example if you have a disability). The main categories of such sensitive information are:

- medical conditions,
- protected characteristics,
- looked after status (in the case of children and young people), or
- family circumstances.

You are not obliged to disclose any of this information to the Club, but it is important to know that the Club cannot accept any responsibility for you if you have not disclosed information which later becomes important. For example, if you do not tell us about a medical condition it may be dangerous.

Any club member who knows such personal information by virtue of their role in the club should never disclose such information to a third party whether formally, or informally, unless it is to protect the safety of the individual concerned.

If in any doubt consult the Club welfare officer.

7. Security

Any office bearer, paid officer of the club or club member, including volunteers who is in possession of personal information must take all reasonable precautions to ensure data is stored and maintained securely, including:

- using password protection on documents;
 - using password protection on lap-tops or equivalent;
 - ensuring computer drives, including cloud technology is secure;
 - files and documents are backed up regularly;
 - use of adequate security software to protect against hacking or other malware activity;
 - use of encryption;
 - ensuring computers, pen-drives or hard copy files are stored securely;
 - the risk of theft, for example from unattended vehicles is minimised;
 - the risk of unintentional loss, for example, by being left on public transport is minimised; and
- that open computers or hard copies are not left where they can be read or easily accessed by third parties in the home, work, club or other setting such as public transport.

8. Looking at the Information the Club Holds

You are entitled to see the information the Club holds about you. If you want to see this information you should ask your coach, or an office bearer of the Club. Such information, when supplied will not include any personal information related to anyone else.

9. Junior Members

As a principle, junior members have the same rights as all other Club members. In addition, and in general, however the parents of junior members also exercise these rights on behalf of their children.

If the application of this principle causes concern in the specific circumstances of individual children then the club welfare officer should be consulted. If there is a dispute between parents about access to information the Club policy is that this has to be resolved between the two individuals concerned before the Club will respond.

10. If Something Goes Wrong

If you think that someone has lost the information about you, or that someone has your personal information who should not, or who you do not want to have it, then you should ask your coach or an office bearer of the Club. In such circumstances if you are not happy with the answer you get, then you should complain formally to the Club Chair, or you can complain to the Information Commissioner's Officer www.ico.org. Tel 0303 123 1113

11. Review

This policy will be reviewed in May 2021 and thereafter at three-yearly intervals along with the Data Protection Policy.

May 2020