

This is a Data Privacy Notice, which is required to comply with the General Data Protection Regulations (2018)

## Background

Fife Athletic Club caters for runners and athletes of all ages from nine upwards, and abilities: from the complete beginner, to the recreational runner who just wants to keep fit, to athletes who have represented both club and country at international events. Fife AC is a charity registered in Scotland, No. SC045642, and is incorporated as a private company limited by guarantee, number 4945167. Fife AC is affiliated to Scottish Athletics.

## What we need

Fife AC will be the “controller” of the personal information that you provide to us on your membership form and on race entry forms.

When you register as a member of Fife AC or renew your membership, including if you are registering or renewing on behalf of a child under the age of 16, we will ask you for the following information:

- contact details: name, address, telephone number, email address, date of birth, details of previous athletics clubs, details of any relevant ill health
- details required for your Scottish Athletics membership/renewal: work telephone number, mobile number, name of first claim club, name of second claim club (if any), Scottish Athletics membership Number (if any), the events you participate in
- your coach qualification and number, if relevant
- your PVG number, if relevant
- whether you are a UK tax payer, for Gift Aid purposes

When you register on paper to compete in a race organised by Fife AC, we will ask for

- your name
- your age group
- your gender
- your club

When you register online to compete in a race organised by Fife AC, we will ask for

- your name
- your address
- your email
- your phone number
- your date of birth
- your gender

When you register online on behalf of a child (under 18) to compete in a race organised by Fife AC, we will also ask for the following details of the parent/guardian/carer:

- your name
- your address
- your email
- your phone number

### 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

- process your membership of Scottish Athletics
- send you membership communications by email in relation to essential membership services such as membership renewals and notification of the Club's AGM

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 your personal information in pursuit of our legitimate interests to:

- promote and encourage participation in athletics by sending communications for upcoming competitions and events. Our events may be filmed or photographed and your personal information may also be used in images captured at our events, which we use for promotional, educational and development purposes. The photographs and video clips may be uploaded to Fife AC's Facebook or webpage.
- contact you to ask you to volunteer at an event organized by Fife AC.
- promote competition in athletics by accepting and managing entries for our events and checking your personal information to ensure you are entered into the correct category.
- create and publish results after events organized by Fife AC.
- develop and maintain your athletics-related qualifications (if relevant), including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG requirements.
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to athletics. We will use your personal information to investigate your complaint, to suspend membership and to take disciplinary action.
- maintain and publish Fife AC's Club records.
- write news reports about events which Fife AC athletes complete in. The reports will be published in the local newspapers, on the Fife AC website and the Club's Facebook and Twitter.

We will also take emergency contact sheets to training sessions. These will be kept securely in the coaches' possession. Emergency contact sheets may also be taken to competitions. Again, they will be kept securely in the coaches' possession.

We will use personal data from people who are not members of Fife AC but who enter events we organize in order to

- ensure you are entered into the correct category.
- create and publish results after events organized by Fife AC.
- write news reports about events which Fife AC athletes complete in. The reports will be published in the local newspapers, on the Fife AC website and the Club's Facebook and Twitter.

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 Fife AC by emailing [GDPR@fifeac.org](mailto:GDPR@fifeac.org). 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 Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes each member's 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
- 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 Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary

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

- contact details – name, address, email address, phone numbers, date of birth and membership number;
- membership type – Junior Member (under 13), Junior Member (under 21), Senior Club Member, Over 65 Member, Family Member;
- payment details – card details;
- equality information – disability, gender reassignment, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation; and

- other information – first claim club, second claim club (if any).

Scottish Athletics' privacy notice explains how they use your personal information and can be accessed here: <https://www.scottishathletics.org.uk/about/privacy-notices/>

We publish the results of our events on our website, Facebook and Twitter. This includes competitors' names, clubs, performance and age groups.

## How we protect your personal information

Your personal information is stored on our electronic filing system, on password-protected computers, and is accessed by our volunteers for the purposes set out above.

Your personal information may be shared with the following people, always at the discretion of the Board:

- President
- Membership Secretary
- team managers
- coaches
- Webmaster
- 100 Club organiser

## 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 possibly delete your personal information where you have not renewed your membership with us for one year.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Fife AC and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against Fife AC.

## Your rights

You can exercise any of the following rights by writing to us at [GDPR@fifeac.org](mailto:GDPR@fifeac.org)

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
- if you wish us to delete your personal information, you may request that we do so.

Any request received by Fife AC 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](http://www.ico.org.uk)

August 2018