



Privacy Notice

Introduction

We are committed to respecting your privacy. This Privacy Notice explains in detail the types of personal data we may collect before, during and after your membership with us. It also explains how we will store and handle that data, and how we keep it safe. This notice explains how we comply with the law on data protection and what your rights are.

What we need

By joining Bellahouston Harriers (the Club), volunteering at the Club or running at an event organised by the Club, you agree that the Club may process your personal data, in circumstances described in this policy. Bellahouston Harriers will be a 'controller' of the personal data that you provide to us, unless otherwise stated.

Personal information Bellahouston Harriers may collect

Members

When you register as a member of Bellahouston Harriers or renew your membership (including if you are registering or renewing on behalf of a child), we may ask you for all or some of the following personal information:

- contact details – name, address, email address, date of birth;
- details of employment – job title, employer;
- membership criteria / category – adult, junior or family;
- payment details – bank account number, sort code, card details;
- equality information – gender identity, disability (if any), ethnic group
- information pertinent to running/coaching – Scottish Athletics membership number, second-claim club, coaching qualifications;
- emergency contact details.

Race entrants

Race entrants may also be asked to provide all or some of the personal information listed above.

Volunteers

Volunteers may be asked to provide all or some of the personal information listed above, as well as:

- Participation details – nature of volunteer role; and
- Disclosure information – such as PVG membership



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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 membership. We will use our members' personal information to:

- provide you with core member services – including set-up of membership and administering of associated membership accounts, entry to certain races, voting rights at meetings; and
- send you membership communications – including, but not limited to, general meeting notices, membership renewals and 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.

Race entrants' personal data

We need to collect race entrants' personal data so that we can:

- process entries;
- designate and award prizes;
- contact emergency contacts in the case of emergencies.

Volunteers' personal data

We need to collect volunteers' personal information so that we can:

- arrange coaching courses that volunteers wish to participate in; and
- make provision for the organisation of training or events that volunteers have committed to support.

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 athletics 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;
- provide competition in athletics by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;



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- monitor and develop participation in athletics by monitoring members' engagement and participation in training and competition and inviting our members to participate in surveys for research and development purposes;
- invite members as winners or guests to club championship award gatherings and other social events that the Club may organise for team-bonding and/or fundraising purposes;
- in case of emergency share any recorded medical condition with emergency services / medical staff & call/message emergency contact to inform them of the incident and your location
- develop and maintain our members' qualifications, including sending communications to members to inform of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- communicate with members in response to questions, comments, support needs or complaints, concerns or allegations, and follow complaints and disciplinary procedures when appropriate, including in respect of investigating complaints and taking disciplinary action, such as suspending membership.

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 the Bellahouston Harriers secretary via bellahoustonharrierssecretary@gmail.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.

Race entrants' personal data

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

- promote and encourage participation in athletics by sending communications and booking information for upcoming competitions and events, as well as sharing the results of those events in the public domain. 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;
- provide competition in athletics by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in athletics by monitoring members' engagement and participation in training and competition and inviting our members to participate in surveys for research and development purposes.

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 the Bellahouston Harriers secretary via bellahoustonharrierssecretary@gmail.com. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a race entrant.



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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 the Bellahouston Harriers secretary via bellahoustonharrierssecretary@gmail.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.

Why we need your personal data – legal obligations

Members and volunteers' data may need to be processed by the Club for the purpose of complying with legal obligations, including:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our members and volunteers are able to undertake regulated work with children and vulnerable adults.
- Statutory reporting and tax compliance

Further processing

We may ask members, volunteers and/or race entrants if we can process their 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.

Data sharing

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with external media and partner organisations, such as sponsors, 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 & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

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



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As an affiliated club of Scottish Athletics we are required to ensure that all of our members, competing in Scottish Athletics events, are members of Scottish Athletics as a condition of race entry. We will share your name and membership category with Scottish Athletics who will become a controller of your personal information when they receive it.

Scottish Athletics' privacy notice explains how they use your personal information and can be accessed via this hyperlink to [SA members privacy notice 30/10/2018](#)

We may also share members' data with Cartha Queen's Park Rugby Club for the purposes of facilitating membership of Cartha.

Other third parties with whom data may be shared include Doodle and Survey Monkey for the purposes of polling and surveying members. These processors are subject to written contractual conditions relating to the processing and security of that data.

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 we protect your personal information

Your personal information is stored in paper form, on our electronic filing systems and servers based in the UK and on TeamApp, whose software providers transfer and process Personal Data outside of the European Economic Area ("EEA"). Adequate levels of protection approved by the European Commission are in place for the security of your personal data through the software providers certification. These are covered by a Data Protection Addendum held between Team App and the provider.

On occasion, we may also be required to transfer your personal information outside the European Economic Area for the purposes of storing data when using third party processors such as Doodle and Survey Monkey.

Doodle's servers are based in Ireland and Germany but it sometimes uses third party service providers based outside of the EEA. It has stipulated that it only transfers personal data to such service providers where EU model clauses are in place, if the service provider is certified under the EU-US Privacy Shield, or where the service provider has in place binding corporate rules that have been recognised by EU data protection authorities.

Survey Monkey participates in the EU-US Privacy Shield. The company has said that data is transferred from its European business to its US parent in accordance with the Privacy Shield.

Your personal information is accessed by a sub-set of coaches & committee members and, in limited circumstances other members and volunteers, as necessary for the purposes set out above



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How long we keep your personal information

Bellahouston Harriers will not keep your personal data for longer than is strictly necessary.

In the case of members' 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 for six years.

In the case of volunteers' and race entrants' data, unless you ask us not to, we will review and possibly delete your personal information where you have not volunteered or been a race entrant in the past six years.

Your rights

You can exercise any of the following rights by writing to us at Bellahouston Harriers, Cartha Queen's Park Rugby Club, Glasgow, or by contacting bellahoustonharrierssecretary@gmail.com.

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 Bellahouston Harriers 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.