

What we need

Harmeny Athletic Club (an Unincorporated Association, affiliated to Scottish Athletics Limited Limited, the Governing Body of Athletics in Scotland) will be a “controller” of the personal information that you provide to us in this registration form.

When you register as a member of [Harmeny Athletic 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 some or all of the following personal information:

- contact details – name, address, email address, date of birth, contact telephone numbers;
- payment details – bank account number, sort code, card details;
- other personal information, including PVG membership, Coaching licence number and expiry date, medical conditions, school attended;

Why we need your personal data – 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:

- provide you with core member services, including insurance, licensing, voting
- set up your online membership account
- send you membership communications by post or email in relation to essential membership services, including but not limited to, 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 data – legitimate purposes

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;
- monitor and develop participation in athletics by monitoring members’ engagement and participation and inviting our members to participate in surveys for researching and development purposes;

- invite our members as award winners or guests to our annual awards which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email
- develop and maintain our members' qualifications, 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 / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to athletics.

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 harmenysec@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.

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:

- 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
- 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
- our sportscotland regulatory requirements to report on membership numbers and trends
- 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 in future 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

- For junior (over 9 and under 18) members, when you become a competing member of, or renew your competing membership, you will automatically be registered as a member of Scottish Athletics Limited. We will provide Scottish Athletics Limited with your personal data which they will use to enable you to access their online membership system. Scottish Athletics Limited will contact you to invite you to sign into the membership system and to provide you with a valid Scottish Athletics Limited membership number.

- We will share name, date of birth, gender and Scottish Athletics Limited membership number with event organisers such as Scottish Athletics Limited, Forth Valley League, East District Cross Country league.
- If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Athletics Limited 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, for example we are legally required to hold donor transaction details for Gift Aid or accounting/tax purposes.
- We may also share personal information with our professional and legal advisors for the purposes of taking advice. Such organisations may include the Health & Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children.
- Harmeny Athletic Club employs third party suppliers to provide services, including Love Admin. 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.
- 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.
- We will also share name, address, date of birth and gender with the sport’s governing body, Scottish Athletics Limited Limited, for all members between the ages of 9 and 18 for the purposes of providing them with membership of this organisation in order that they may compete in our club competitions. Scottish Athletics Limited will become a controller of your personal information when they receive it. Scottish Athletics Limited’ privacy notice explains how they use your personal information and can be accessed here <https://www.Scottish Athletics Limited.org.uk/privacy-policy/>.
- We publish the results of our competitions on our website. This includes competitors’ name, age, result, age and gender Categories.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our committee and volunteers for the purposes set out above.

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 2 years, and requisite transactional details for Gift Aid purposes for up to 7 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Harmeny Athletic Club and for how long. We may need this data in the event of a claim against Harmeny Athletic Club.

Your rights

You can exercise any of the following rights by writing to us at harmenysec@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 Harmeny Athletic 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.

