

## **What we need**

Nairn Area Amateur Athletics Club is a registered charity in Scotland (SC042377). We are governed by Scottish Athletics, who are the national governing body of Athletics in Scotland.

Nairn Area Amateur Athletics Club (Nairn AAAC) will be a "controller" of the personal information that you provide to us on this website or via any other physical or digital communication.

When you register as a member of Nairn AAAC 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:

- [contact details– name, address, email address, date of birth, etc.];
- [membership criteria / category – for example, athlete, parent, volunteer, etc.];
- [participation details – for example, parent, athlete, etc.];
- [equality information – for example, disability, etc.]; and
- [insert any other personal information, for example, PVG membership, schooling information or relevant health conditions]

## **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:

- [provide you with core member services, including competition details, updates to training and development purposes and any other relevant communications from the club];
- [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 information – 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 [dinner / ceremony], 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 or post];
- [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.]; and
- [any other legitimate interests and details of uses of personal data].

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 [nairnathleticclub@gmail.com](mailto:nairnathleticclub@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, volunteers, participants, athletes, etc.] for the purposes of complying with our obligations under:

- [the [Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005] 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[, 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];
- [our **sportscotland** regulatory requirements to securely manage all member data];
- [the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary]; and

[any other applicable legal requirements].

## **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. [For example, to enter a team event as part of club entry.] 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**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with other parties including Scottish Athletics and affiliated leagues and organisations 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 and public health matters including COVID-19].

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

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.

#### SGB Members' Personal Data

As [a registered / a member / an affiliated] club of Scottish Athletics we are required to ensure that all of our members are members of Scottish Athletics as a condition of our [registration / membership / affiliation].

We will share any relevant information with Scottish Athletics who will become a controller of your personal information when they receive it. Scottish Athletic's privacy notice explains how they use your personal information and can be accessed here [<https://www.scottishathletics.org.uk/about/privacy-notices/>].

#### Athletes' / Participants' personal data

We publish the results of our competitions on our website. This includes competitors' [name, age, result].

## How we protect your personal information

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

## How long we keep your personal information

#### Members' personal 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 [3] years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Nairn AAAC and for how long. We need to do this [in the event of a claim against Nairn AAAC].

#### Option 2 – Athletes' personal data

We keep our athletes' personal information for 2 years.

[We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at [nairnathleticclub@gmail.com](mailto:nairnathleticclub@gmail.com).]

## Your rights

You can exercise any of the following rights by writing to us at [nairnathleticclub@gmail.com](mailto:nairnathleticclub@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 Nairn AAAC 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)