

Pitreavie Amateur Athletics Club
Privacy Policy
May 2018

About us

Pitreavie Amateur Athletics Club (PAAC) is a Scottish Athletics affiliated club which is based at the Pitreavie Athletics Centre in Dunfermline, Fife.

What data we will collect

In order to function as a successful amateur athletics club we require to collect and process various types of personal information. Examples of activities which necessitate the gathering of personal data from an individual are as follows:

- Becoming a member of PAAC;
- Taking part in a training session/fundraising event/competition/attending a social event organised by the club (or by others connected to the club);
- Volunteering for the Club;
- Joining the Club's Committee;
- Operating as a Club Coach or Team Manager;
- Contacting the Club via the PAAC website;
- Joining the club's online forum;
- Registering children for pre-school or other athletics classes.

Personal identification information may be collected from 'Users' in a variety of ways, including, but not limited to, when Users visit the Club's website, sign up to a session/event via the website, place an order for club clothing, subscribe to the Club's online forum, respond to a survey, fill out a form, agree to be a Club Member, Club Coach, Team Manager, Committee Member, employee or volunteer and in connection with other activities, services, features or resources we make available on our website.

Users may be asked for, as appropriate, their name (and/or their child's name – as applicable), date of birth, gender, Scottish Athletics Membership Number, mailing address, email address, address, telephone number, names of affiliated athletics clubs that you are a member of and details of any coaching or officiating licences held. This information will be known as "User Data". Users may, however, visit our website anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always opt out of supplying personally identification information, except that it may prevent them from engaging in certain website functions and club related activities.

Why we will collect it

For the purposes of GDPR the Club will collect, use and keep User Data securely for the specific purposes of registering you as a member of PAAC and administering the activities of the club. We will process your personal data on the basis of legitimate interests. Legitimate interests include registering you as a member, coach, team manager, committee member, employee, volunteer, and other roles necessary for the functioning of the Club, administering training sessions and competitions, social events, classes, communication forums and other administrative functions and to market and promote the Club.

Uses of your data

- **Training & competition entry:** data required by coaches and volunteers to administer training sessions, data to share with club team managers to enter events, data to share with leagues and county associations and other competition providers in order to enter events, data required to process payment of entry fees.
- **Funding and reporting:** data in an anonymised form to share with key stakeholders/partners e.g. local authorities, Scottish Athletics etc. for the purposes of analysing club trends.
- **Membership and club management:** data necessary to process membership applications & fee payments, data to share with committee members to provide information about club activities, data required for membership renewals or entry to social events and data in the form of published race & competition results.
- **Pre-School and School Classes:** data relating to children wishing to attend classes and parent/guardian contact information in case of an emergency.
- **Fundraising events:** data in connection with entry requirements, volunteering rotas and when recording and communicating results.
- **Communications:** data needed to disseminate club news, data required when contacting the club with a query, data required in order to send out information about club kit, fundraising and volunteering.
- **Social events:** data required for the distribution of tickets, and information collated and published in newsletters and social event promotional materials.
- **Marketing and Promotion:** data used in newsletters, published in newspapers, downloaded to social media websites and displayed on notice boards in the PAAC Clubhouse and the Pitreavie Athletics Centre for the purposes of marketing and promoting the activities and successes of the Club's athletes.

How long we will keep it

We will retain your User Data for such time as you are an athlete registered with us, a registered club coach, a team manager, an employee, an active class participant or regular volunteer. We will then delete your information on a staged basis as follows:

Registered Members and Coaches:

- Personal contact details held electronically – deleted after one year of non-participation with the club.
- Paper records and applications - confidentially destroyed after one year of non-participation with the club.

Non-registered members

- Personal contact details held electronically – deleted after 6 months of non-participation with the club.
- Paper records and applications – confidentially destroyed after 6 months of non-participation with the club.

Your rights

You have the following rights under GDPR legislation to:

- Access a copy of the information comprising of your User Data;
- Object to the processing of your user data that is likely to cause or is causing damage or distress;
- Prevent processing of your user data for direct marketing purposes;
- Object to decisions being taken by automated means;
- In certain circumstances, to have inaccurate user data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of data protection legislation.

Sharing your data

We may share your User Data with athletics partners such as UK Athletics, Scottish Athletics, other Home Country Athletics Organisations, selected members of the Scottish Athletics and/or Area Athletics Associations and third-party data managers that we appoint as data processors as part of administering your involvement in athletics. All personal information being e-mailed between the club and athletics partners such as Scottish Athletics will be encrypted or password protected.

We will not transfer your data to any other third parties **without** obtaining your consent first and, where possible, we will anonymise your data before sharing it. We will also not share any other personal data you provide to us that is not User Data.

We do not sell, trade, or rent personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes already outlined.

We may also use third party service providers to help us operate our club and the website or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided that you have given us your consent.

Privacy policy – terms of use

All of the personal data we collect from you will be collected, stored and processed in accordance with the terms of the PAAC's Privacy Policy:

- All personal data collected in connection with the Club will be held by the Club Secretary and Membership Secretary only or retained in the Club's Dropbox secure web storage.
- Membership application forms will be retained in paper form in a secure location in the Membership Secretary's home address.
- Paper based data will only be moved for the purposes of transferring to a new membership secretary or club secretary.
- The Club's committee will continue to use generic e-mail addresses for all correspondence e.g. secretary@pitreavie-aac.co.uk as it is better from a data protection point of view, and will aid business continuity should a committee member move on.
- Email addresses will be stored within the contacts section of the club email address for the purpose of communicating to members. Bcc will be used for global club communications to preserve confidentiality of individual members' email addresses. Password for this account

known only to Club President, Secretary, Membership Secretary and Communications Secretary.

- The Membership Secretary and Club Secretary will conduct an annual review of the personal data held and delete or destroy any data which is no longer required.

Complaints

If you have any concerns or complaints in relation to how PAAC collects and/or processes your personal data, you should contact the Club Secretary by email secretary@pitreavie-aac.co.uk in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by PAAC, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk)

Changes to this privacy policy

PAAC has the discretion to update this Privacy Policy at any time. When we do, we will post a notification on the main page of our website. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically and become aware of modifications.

Your acceptance of these terms

By using the interactive elements of the PAAC website, you signify your acceptance of this policy and terms of service. If you do not agree to this policy, please do not use our website. Your continued use of the website following the posting of changes to this policy will be deemed your acceptance of those changes.

Contacting us

If you have any questions about this Privacy Policy, the practices of the website, or your dealings with the website, please contact me at: president@pitreavie-aac.co.uk

Andy Johnston
Pitreavie Amateur Athletics Club President