



Full Privacy Notice for Members

Wee County Harriers is a running club operating in Central Scotland and is affiliated and bound by the rules and regulations of Scottish Athletics Limited (SAL).

Wee County Harriers is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Wee County Harriers is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

Wee County Harriers takes the protection of the data that it holds about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full privacy notice carefully to see how the club will treat the personal information that you provide to us. We will take whatever care is necessary to keep your information secure and to prevent any unauthorised access.

What we need

Wee County Harriers caters for adult and junior runners of all levels

Wee County Harriers will be a "controller" of the personal information that you provide to us in our membership application through the website and membership e-mail address etc.

When you register as a member of Wee County Harriers, 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 personal information:

- Name, address, e-mail address, phone number, date of birth, gender, disabilities, SAL number, emergency contact details etc.
- Any other information which may be of benefit to the club i.e. medical information, coaching qualifications, PVG details, etc.
- Consent to enrol you for the club newsletter and other relevant marketing materials
- Consent to keep a record of individual attendance at training nights.

When you volunteer with Wee County Harriers, we may ask you for the following personal information:

- Name, address, e-mail address, phone number, date of birth, gender, disabilities, SAL number, emergency contact details, medical information, coaching qualifications, PVG details, etc.

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 key service purposes, for example, Race Entries, Weekly Update, Licensing, Voting Notifications, PVG checks, etc.
- Sharing contact information with the club captain for entering events
- Sharing personal data with coaches and voluntary office holders to administer training sessions
- Send you membership communications by email in relation to essential membership services, including but not limited to; race information, membership renewals, membership fees, club kit, upcoming races
- Club weekly / monthly update information for promoting club activity, etc.
- Processing of membership forms and payment
- Publishing of race or competition results

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 running 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
- Accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- Monitor members' engagement through inviting our members to participate in surveys for research and development purposes
- Invite our members as award winners and as guests to our annual awards evening
- Develop and maintain our coaches/voluntary officers' 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. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action where appropriate.

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 gdp@weecountyharriers.co.uk. 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 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.

Other uses of your personal information

We may ask you 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;

- 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 vulnerable adults.
- We may also share personal information with our professional and legal advisors for the purposes of taking advice.
- We publish the results of our competitions on our website. This includes competitors name, club, age, category, finish position and time taken.

How we protect your personal information

Your personal information is stored electronically, and is accessed by our committee members and voluntary office holders, only for the purposes set out above. The club will ensure all data is held securely and protected.

Links to other websites

Our website/newsletter may contain external links to other external resources that may be of interest to you, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

How long we keep your personal information

We will only keep our members 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.

Your rights

You can exercise any of the following rights by writing to us at gdpr@weecountyharriers.co.uk

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 requests received by Wee County 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