



Privacy Notice

Changes to document

Date updated	By whom?	Position held	Approved by?	Position held
30/12/21	Andrew McCall	President	Stevie McLoone	Secretary

Introduction

Greenock Glenpark Harriers 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 any data and how we keep it safe. Included is your rights and how we comply with the law on Data Protection.

More information in The Data Protection Act 2018 can be found here - <https://www.gov.uk/data-protection>

What we do

Greenock Glenpark Harriers are an athletics club located in Greenock, Inverclyde established in 1895. Our club is led by a committee of volunteers which are voted in at the Annually General Meeting by its members.

We provide opportunities for members aged 9 and upwards to come and try out, train, volunteer and compete in various disciplines of athletics. We cater for all levels from jogging through to elite athletes.

What we need

Greenock Glenpark Harriers will be a “controller” of the personal information that you provide to us.

When you register as a member of Greenock Glenpark Harriers, renew your membership, registering as a coach or complete a consent form (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 – information that allows us to contact you directly which includes but is not limited to:

- Name, address, gender, date of birth, age, email address, contact details, emergency contact details, parent/carers details.
- Personal contact details that you volunteer to provide for emergency contacts;
 - Name, relationship and contact numbers
- Details of relevant memberships including, coaching qualifications and Governing Body details such as Scottish Athletics Memberships.
- Name of the school attended by any juniors you are registering on behalf of
- payment details you provide to us so that we may receive or make payments to you, and the
- details and records of those financial transactions with you;
- Information about your health, including any medical condition, medical records and health
- Equality information – disability, gender reassignment, race (which includes ethnic or
- national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation;
- Records of your attendance at any events or competitions hosted by us and our partnership
- Identification documents such as passport and birth certificate, utility bills, etc used for Protection of Vulnerable Groups applications.
- Any disciplinary and grievance information; and
- Images in video and/or photographic permissions

By providing us with details of family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights” section below.

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, insurance, licensing, club championship tables and PVG checks.
- Send you membership communications by post, telephone, text message or email in relation to your membership and other club business, including but not limited to, membership renewals and information on membership benefits.

- administer your membership account with us and to manage our relationship with you, including dealing with payments and any support, service or product enquiries made by you.

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, training and events may be filmed and/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 training sessions and checking your personal information to ensure you are entered into the correct category.
- 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. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.
- Publicise and highlight our activities or events. This will include publishing your information and image on our website and social media pages. This will be done routinely with information relating to your participation in races and events. This information will include your name, image, age category and any other relevant information relating to a particular race or event.
- Contact you or a named contact by telephone, text or email in the event of an emergency; medical or otherwise.

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 greenockglenparkharriers@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 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.

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our volunteers are able to undertake paid or unpaid regulated work with children and young adults.
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Why we need your personal information – Equality Monitoring

We will use our members' personal information relating to your disability, gender, gender reassignment, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender), religion, care experience and sexual orientation, for equality monitoring purposes to understand which groups we need to support further within our community.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

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

As an affiliated club of Scottish Athletics we are required to ensure that all of our members are members of sportscotland as a condition of affiliation. We will share your name and membership category with sportscotland and 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 on their website.

We may also share your information and image with selected print and online media outlets for the purpose of publicising and highlighting our activities or events. This will be done routinely with information relating to your participation in races and events. This information will include your name, image, age category and any other relevant information relating to a particular race or event.

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.

Specific funding organisations may also be passed information for processing grant applications such as Inverclyde Council and other relevant organisations.

Guest Runners

If you participate in any of our events and you are not a registered member of Greenock Glenpark Harriers then you will be considered a guest runner. A guest's information and image may be published on our website, social media pages and in selected print and online media outlets. This will be done with information relating to your participation in races and events. This information may include your name, image age category and any other relevant information relating to a particular race or event. Your information will be recorded in our records such as club race results and race reports for future reference and statistical information gathering.

How we protect your personal information

Your personal information is stored on our electronic filing system. Our online systems are password protected and only members of the committee are able to view this information. Passwords are changed regularly to mitigate any potential cyber breach. Physical copies are stored securely by the committee within the Greenock Glenpark Harriers clubhouse which is securely locked at all times. It is accessed by our committee members and coaches 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 your personal information where you have not renewed your membership with us for six years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Greenock Glenpark Harriers and for how long. Information such as results will be kept indefinitely for future runners to refer to.

Your rights

You can exercise any of the following rights by contacting us at Greenock Glenpark Harriers, Orangefield, Greenock, PA16 9AA, or greenockglenparkharriers@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.
- If you wish us to delete your personal information, you may request that we do so.

Any requests received by Greenock Glenpark 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.