

## Privacy Notice for Members

### What we need

Whitecraigs Rugby Club, hereinafter referred to as “*The Club*” will be a Controller of the personal information that you provide to us in this form, unless otherwise stated.

### Members’ Personal Information

When you apply for membership of the club or renew your membership (including if you are applying or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- Personal Details – Name, Address, Email Address, Date of Birth, School Age Group, Occupation and Contact Phone Numbers;
- Membership Category – Sport Family, Sport Adult, Sport Student/Unwaged, Sport Rugby (Women & Girls), Ordinary, Parent/Guardian, Under 18 Sport, Senior Citizen, Country or Life.
- Payment details, if applicable, including bank name, account number and sort code.
- Protection of Vulnerable Groups (PVG) certification, if applicable.
- Coaching certification, if applicable.
- Medical information for Under 18 Sport members, if applicable.

### 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 and PVG checks, if applicable;
- Set up, if applicable, your online membership account and administer your account online; and
- Send you membership communications by post or email in relation to essential membership services, including but not limited to, membership renewals, notices calling general meetings, membership fees’ information and general information.

If you do not provide us with all the personal information that we need to collect, 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 Rugby, Squash and other sports by sending members' communications and booking information for upcoming competitions, events and fixtures. Our competitions, events and fixtures may be filmed or photographed and your personal information may also be used in images captured from our competitions, events and fixtures, which we may use for promotional, education and development purposes;
- Provide competition in Rugby, Squash and other sports by accepting and managing entries for our competitions 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, if applicable; and
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Rugby, Squash, any other sport or general social activities. We will use members' personal information to investigate any related complaint and take disciplinary or other 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 processes, please contact us at [Secretary@Whitecraigs.org](mailto:Secretary@Whitecraigs.org) . If we agree and comply with your objection, this matter 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 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 your personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include the Health and 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 the Scottish Rugby Union (SRU) and Scottish Squash Limited (SSL) we are required to ensure that all our playing members are registered with their respective body as a condition of affiliation. We will share your name and membership category with either the SRU or SSL who will become a Controller of your personal information when they receive it.

The SRU and SSL privacy notices explain how they use your personal information and can be accessed at <http://www.scottishrugby.org/privacy-policy> or <http://www.scottishsquash.org/policies-procedures>

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.

## **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the E.U. and is password protected. All hard copies are kept in locked cabinets or cupboards in a locked room. Personal information will only be accessed by our staff 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 six (6) years.

## Your Rights

You can exercise any of the following rights by writing to the Honorary Secretary at [Secretary@Whitecraigs.org](mailto:Secretary@Whitecraigs.org)

Your rights in relation to your personal information are:

- You have the right to request access to the personal information that we hold 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 us to do so.
- Any requests received by the club will be considered under applicable data protection legislation. If you remain dissatisfied, you have the right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk).