

# Privacy Notice



Disability Sport Glasgow (DSG) will be a 'controller' of the personal information that you provide us when you complete either an athlete or volunteer registration form.

This document provides you with details of what information we collect from you, what we do with it and who it might be shared with.

We will adopt all good practices and advice given following the new UK Data Protection Act 2018 and UK GDPR and are committed to protecting and respecting your privacy and complying with the principles of applicable data protection laws.

## **What information do we collect from you**

When you register as a member of DSG or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16),

- Contact details - name, address, email address\*, telephone number\* and date of birth; and
- specific health information, such as details of your disability, health and medical information

\*(for children under 16 this is the email address or telephone number of the parent or legal guardian)

## **Why we need this information from you**

We need to collect our members' personal information so that we can manage your membership. We also use members' personal information in pursuit of our legitimate interests to:

- send you information on our Annual General Meeting, sport, social and fundraising events and competitions you may be interested in;
- promote and encourage participation in sport by hosting competitions and events which may be filmed for live streaming purposes and your personal information may be used in images captures from our competitions and events, which we use for promotional, education and development purposes;
- use these details when we enter you for competitions, to ensure you are classified in the correct events and meet the eligibility criteria;
- make, monitor and develop reasonable adjustments to support you in attending, training and competing in your chosen sport;
- in the event of a medical emergency to provide this information to assist the emergency services in their role;
- provide you with core services such as PVG checks and to ensure you are able to support or officiate at an event;
- develop and maintain our member's qualifications, including sending details of upcoming courses, renewal requirements and verify that you complete any mandatory training and PVG/Child/Vulnerable Adult protection requirements; and
- respond to and communication 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 and take disciplinary actions where appropriate.

When we process your personal information to carry out the above activities, 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 our Data Protection Officer contact details can be found on the DSG website:

[www.disabilitysportglasgow.org](http://www.disabilitysportglasgow.org)

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.

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

We are under **legal obligations** to process certain information relating to our members for the purposes of complying with our obligations:

- 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 Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary;

Equality monitoring requirements – we are required to use your personal information relating to your age, gender identity, disability, health, racial or ethnic origin for equality monitoring purposes required by Scottish Disability Sport. We will process such personal information through aggregated and anonymous reporting.

### **Who might we share your 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 will need to provide information to assist the Emergency Services in the event of a medical emergency.

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

The following are a list of organisations that provide competition in sports, training and member qualifications; recognise personal and team achievements through annual award ceremonies and will require key information to ensure you are entered into the correct category or receive the correct development opportunities:

- Scottish Disability Sport;
- SportScotland;
- Sports Council for Glasgow: and
- Local authorities and departments.

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

Your personal information is stored in a locked filing cabinet and on a password encrypted file by our data controller.

When your information is no longer required it will be destroyed by shredding or other secure methods.

## **How long do we keep hold of your 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 after a period of three years.

For coaches and volunteers, information will be held for a period of six years after you have stopped renewing your membership or volunteering with our organisation.

## **Your rights**

You can exercise any of the following rights by simply contacting the Data Protection Officer whose contact details can be found on the DSG website:

[www.disabilitysportglasgow.org](http://www.disabilitysportglasgow.org)

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 wish to update your records or change the consent you have provided, you can do this anytime;
- 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 the 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 Disability Sport Glasgow will be considered under applicable data protection legislation. If you remain dissatisfied, you have the right to complain with the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk)

## **Document Control**

Approved by: DSG Executive Committee

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