



## PRIVACY NOTICE

### Introduction

Garioch Roadrunners needs to collect and use certain types of information about its members in order to function as a running club. This statement sets out how we use that information.

### What we need

Garioch Roadrunners will be a “controller” of the personal information that you provide to us in your membership form, unless otherwise stated.

When you register as a member of Garioch Roadrunners, or renew your membership, we will ask you for the following personal information:

- contact details – name, address, email address, and date of birth;
- Scottish Athletics membership; and
- Emergency contact details

### 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 run organization, coaching and advice;
- set up your membership of any online groups; and
- send you membership communications by phone, post or email in relation to essential membership services, including but not limited to, run details, membership renewals and information on membership benefits.

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 details on upcoming events and activities. Activities may be filmed or photographed, which we use for promotional, education and development purposes;
- develop and maintain our members' qualifications, including sending email and online communications to members to inform you of upcoming courses; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of running. We will use your personal information to investigate your complaint, suspend membership and 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 via [secretary@gariochroadrunners.com](mailto:secretary@gariochroadrunners.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 are able to undertake regulated work with 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.

As an affiliated club of Scottish Athletics we are required to provide summary information on age and gender of club members.

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

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by committee members 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 years.

## **Your rights**

You can exercise any of the following rights by writing to us at [secretary@gariochroadrunners.com](mailto:secretary@gariochroadrunners.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; and

- if you wish us to delete your personal information, you may request that we do so.
- Any requests received by Garioch Roadrunners 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](http://www.ico.org.uk).