



Uddingston Bowling and Tennis Club

Privacy Policy

General Data Protection Policy (GDPR) 2018

Uddingston

Bowling and Tennis Club takes your privacy seriously. We are a 'controller' of the Personal Information that you provide to us and this notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights and how to exercise them.

Members Personal Data

When you register or renew your membership we need the following information.

- Contact details — name, address, email address, date of birth, etc
- Membership criteria eg Full, Social, Junior.
- Equality information - e.g. disability etc

Volunteers Personal Data

When you volunteer with the Club we will ask you for the following personal information

- Contact details - name, address, email address, date of birth etc
- Participation details - e.g. Parent
- Equality information - e.g. Disability etc
- PVG membership

Why we need your personal information - Contractual purposes

We need to collect your personal information so that we can manage your membership. We will use this to -

- Provide you with core member services e.g. licenses, insurance, voting etc.
- Send you membership communications in relation to essential membership services, including, general meeting notices, membership renewals, fees, information, competition notices, etc.
- 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 membership services and benefits.

Why we need your personal information - Legitimate purposes

Members' personal data

We also process our members personal information in pursuit of our legitimate interests to -

- Provide you with news and updates about members' events, competitions and meetings. Competitions and events may be filmed or photographed and your personal information may also be used in image captions for our competitions and events, which we may use for promotional, education and development purposes.
- Managing competition entries 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 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, complaints, concerns in relation to bowling and tennis, according to our complaints and disciplinary policies and procedures. For example, we will use your information to investigate your complaint, to suspend membership, take disciplinary action etc.

When we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your information for the above purposes. If you wish to object to any of the above processing, please advise the Club Secretary. If we 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 - Legitimate purposes

Volunteers' personal data

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate and membership number, date of issue and any information related to your membership of the PVG scheme. If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information that will allow us to consider whether or not you can volunteer in a regulated role with children and/or with vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your information for the above purposes. If you wish to object to any of the above processing, please contact the Club Secretary. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information - legal obligations

We are under a legal obligation to process certain personal information relating to our members and volunteers in order to comply with our obligations under -

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

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this for promotional and/or journalistic purposes. 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.

How we protect your personal information

Your personal information is stored on a password protected spreadsheet and is accessed by the Club Secretary and Section Secretaries for the purposes above.

How long we keep your personal information

We will only keep 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 up to 5 years.

Your rights

You can exercise any of the following rights by writing to The Club Secretary, Uddingston Bowling & Tennis Club, Old Glasgow Road, Uddingston, G71 7HQ.

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 to access request.'
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct your personal information.
- You have a right to request that we restrict the processing of your personal information for specific purposes, and if you want to delete your personal information, you may request that we do so.
- Any requests received by Uddingston Bowling and Tennis club 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.