



EDINBURGH ATHLETIC CLUB

MEMBERSHIP PRIVACY NOTICE



What we need

Edinburgh Athletic Club will be the “controller” of the personal information that you provide to us in this membership registration form, unless otherwise stated

When you register as a member of Edinburgh Athletic Club or renew your membership (including if you are registering or renewing on behalf of a child or young person under the age of 18 years), we will ask you for the following information:

- Contact details – name, address, E-Mail address, telephone numbers, date and place of birth;
- Membership category – athlete, parent, volunteer;
- Equality information – disability (if any), ethnic origin, religious belief, gender identity and sexual orientation.

Why we need your personal information - Contractual purposes

We need to collect our members’ personal information to:

- Provide you with core member services, including insurance, licensing and PVG checks;
- Set up your online membership account and payments and administer your account online;
- Send you membership communications by E-Mail in relation to essential membership services, including but not limited to membership renewals and information on membership benefits.

If you do not provide us with all of the 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 public participation in sport of athletics, (both track & field and off-track) by sending members communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events which are used for promotional, education and development purposes;
- Provide competition in the sport of athletics (both track & field and off-track) by accepting and managing entries for our competitions and checking your personal information to ensure you are eligible to compete and are entered into the correct category and event;
- Develop and maintain our members’ qualifications, including sending E-Mail 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 the sport of athletics or Edinburgh Athletic Club. 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 aforementioned purposes. If you wish to object to any of the above processing please contact us on:

gdpr@edinburghac.org.uk

If we agree and comply with your objection, this may affect our ability to undertake the aforementioned tasks for the benefit of you as a member.

Why we need your personal information – Legal obligations

We are under 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.

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 or vulnerable adults.

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

As an affiliated club to our National Governing Body, namely Scottish Athletics Limited (SAL) we are required to ensure all our members are in turn members of SAL as a condition of our affiliation. We will share your name and membership category with Scottish Athletic Limited who will become a “controller” of your information when they receive it.

Scottish Athletics Limited privacy notices explains how they use your personal information and can be accessed here.

[>>Scottish Athletic Limited Privacy Notice](#)

We also use external third parties to facilitate our membership services provided to our members. We will only share such personal information strictly required for the purposes specified and will take all reasonable steps to ensure that recipients shall only process the disclosed information in accordance with these purposes.

We use the services of following third party organisations for the purposes stated:

‘LoveAdmin’ – To provide access to online membership registration / renewal, and management of members’ personal online accounts;

[>>LoveAdmin Privacy Policy](#)

‘PayPal’ – To provide access to online membership payment / renewal and event entry payment via credit card;

[>>PayPal UK Privacy Policy](#)

‘London & Zurich’ – To provide access to online membership and training access fee payment / renewal via direct debit;

[>>London & Zurich Privacy Policy](#)

Edinburgh Athletic Club (SCIO) – Registered Scottish Charity No. SC048693



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'JustGiving' – To provide online access to members to make voluntary donations / gift aid in support of the club;

[>>JustGiving Privacy Policy](#)

'Dropbox' – To provide strictly controlled online access to specific relevant personal information by the Board of Trustees, Management Committee, Sub Group Convenors, coaches and team managers.

[>>Dropbox UK Privacy Policy](#)

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers are based in the UK and EU and is 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 and to comply with our legal and statutory obligations. 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 E-Mailing us at:

gdpr@edinburghac.org.uk

Your rights in relation to your personal information are:

- You have the 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 the 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 Edinburgh Athletic 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:

[>>ICO \(Scotland\) Privacy Policy](#)