



# GLASGOW RENS DATA PROTECTION AND PRIVACY POLICY

## 1. About this Policy

1.1 This policy explains when and why we collect personal information about:

- our members (junior and senior)
- our volunteers (e.g. coaches and committee members)
- non-members who participate in our camps and other programmes

The policy covers how we use your personal information, how we keep it secure, and your rights in relation to it.

1.2 We will collect, use and store your personal data as described in this Privacy Policy, and as referred to when we collect data from you via our online membership forms, paper registration forms, and other reasonable means.

1.3 We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised to check our website – [www.glasgowfever.com](http://www.glasgowfever.com) for any amendments.

1.4 We will always comply with the EU General Data Protection Regulation (GDPR), transposed into UK data protection law from 25th May 2018, when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we are the “data controller” of all personal data we hold about you.

## 2. About us

2.1 We are Glasgow Rens Basketball Club is a Scottish Charitable Incorporated Organisation (SCIO). We are affiliated to basketballscotland and based in the West of Scotland covering Glasgow and Glasgow Southside

You can contact us via email at [glasgowrensclub@gmail.com](mailto:glasgowrensclub@gmail.com)

## 3. What personal information do we collect?

3.1 The following table sets out the personal information we collect from you, why we need to collect it, and the legal basis for processing it under the GDPR.

Member or Prospective Member's name, address, telephone number, email address	<p>Managing the individual's membership of the club</p> <p>To notify Members of club opportunities</p>	<p>For the purpose of the Performance of Contract with the Member or the Guardian of Members</p> <p>For the purpose of our Legitimate Interest in operating the club</p>
Volunteer's name, address, telephone number and email address	Organising training sessions, committee meetings, and other club events	For the purpose of our Legitimate Interest in operating the club
Volunteer's PVG certificate, number, date of issue and other relevant information relating to Scheme membership	To ensure that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults	For the purpose of carrying out our Legal Obligation under the Protection of Vulnerable Groups (Scotland) Act 2007
Programme participant's name, address, telephone number and email address	Maintaining a register for each programme organised by the club	For the purpose of the Performance of Contract with the participant
Emergency contact details	Contacting next of kin in the event of an emergency	For the purpose of protecting the Vital Interests of Members and race participants
Health conditions	Coaches are aware of, and can provide assistance in the event of, declared health conditions affecting a Member during training	For the purpose of the Performance of Contract with the Member/ Guardian of Members
Race and Gender	Managing training and competition	For the purpose of our Legitimate Interest in holding races for the benefit of Members a
Photos and videos of members	Using images on the club's website, social media platforms and in press releases	Consent. We will seek the member's consent on their membership application form and each membership renewal form. The member may withdraw their consent at any time by contacting us by e-mail or letter.
Former member's name, e-mail address and date of membership expiry	SCIO registration requirement	For the purpose of our Legitimate Interest in maintaining charitable status



#### **4. How we protect your personal data**

4.1 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 We use [www.gocardless.com](http://www.gocardless.com) as our “data processor“ for processing all personal data for membership registration purposes, including payment of subscriptions. The online facility provided by the data processor fully complies with GDPR requirements. For further details, please refer to the data processor’s own Privacy Policy.

4.3 Where we require to use your personal data for operational purposes described in Table 3.1, we restrict its access to coaches and the Membership Secretary of the club.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **5. Who do we share your information with?**

5.1 We will never sell your personal data or transfer it outside the EU. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in Table 3.1.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf. Where necessary, we will share your information with basketballscotland to allow us to register you with the national governing body. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.



## 6. How long do we keep your information for?

6.1 We will hold your personal data on our systems for as long as you are a member of the club and for as long afterwards as it is in the clubs' legitimate interest to do so. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data. For further information, please contact our Data Protection Manager using the contact details provided in 2.1.

## 7. Your rights

7.1 You have rights under the GDPR:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another party in certain circumstances
- to withdraw your consent - where this is the legal basis for processing your personal information - for the purpose(s) for which the consent was originally given

7.2 Please contact us if you wish to exercise any of these rights.

7.3 For any questions, comments, requests or concerns regarding our data processing practices, please contact our Data Protection Manager using the contact details provided in 2.1.

7.4 You also have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>  
0303 123 1113.  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF