

Irvine Running Club Privacy Notice to Members.

(May 19)

1. What we need

Irvine Running Club (hereinafter referred to as “IRC”) a club is formed for the purpose of promoting running in affiliation with Scottish Athletics. The Club will promote running and generally conduct their business in accordance with the rules and guidelines of Scottish Athletics.

IRC will be a “controller” of the personal information that you, the member, provide to us in the membership form unless stated otherwise. When you register as a member of IRC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following information:

- Contact details – name, address, email address and date of birth
- Membership criteria/Category – Junior, Associate , Retired, Senior

2. Why we need your personal information – contractual purposes

We need to collect our member’s personal information so that we can manage your membership. We will use our members’ personal information to:

- Provide you with core member services, including, but not limited to insurance and PVG checks;
- Send you membership communications by email in relation to essential member services, including but not limited to, 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.

3. Why we need your personal information – legitimate purposes

We also process our member’s personal information in pursuit of our legitimate interests to :

- Promote and encourage participation in the sport 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 we use for promotional and development purposes.

- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the 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 purposes, 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 our Membership Secretary John Surgenor.

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.

4. 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 and volunteers are able to undertake regulated work with children and vulnerable adults.

5. 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.

6. Who we share your personal data 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.

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

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

7. How we protect your personal information.

Your personal information is stored on our computer filing system, and is accessed by our volunteers for the purposes set out above.

8. 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 for six years.

9. Your rights

You can exercise any of the following rights by writing to John Surgenor.