

# Dumfries Young Curlers privacy notice

Dumfries Young Curlers (DYC) is a junior curling club affiliated with Scottish Curling. We aim to meet the requirements of the Data Protection Act 2018, the General Data Protection Regulation GDPR, the guidelines on the Information Commissioner's website and those of Scottish Curling.

Dumfries Young Curlers will be a "data controller" of the personal information that you provide us.

## What information we need

When joining the club as a volunteer or as curler, or when renewing your membership (including if you are registering on behalf of a child under the age of 16) you will be asked to provide personal information.

This will include;

- name, address, email address, contact telephone numbers ,date of birth
- membership criteria / category – for example, curler, participant, coach, committee member
- equality information – for example, disability
- PVG membership

## Why we need your personal information

### *Members' personal data: 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
- send you membership communications ,by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees', information.

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.

### *Participants' personal data:*

When you book a place with us for and attend a coaching course, competitions, event, training course, etc. we need to collect your personal information so that we can honour your booking and to enable you to participate.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place

### *Members' personal data: legitimate interests*

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

- promote and encourage participation in the sport of Curling 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, education and development purposes
- provide competition in the sport of Curling by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- monitor and develop participation in the sport of Curling by monitoring members' engagement and participation through and inviting our members to participate in surveys for researching and development purposes

# Dumfries Young Curlers privacy notice

- invite our members as award winners or guests to our annual awards ceremony, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners.
- develop and maintain our members' qualifications, including sending email 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 Curling

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. 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

## *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 number, PVG membership number, date of issue and any relevant information in relation 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 to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

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 on. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

## *Legal obligation -*

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants etc 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
- our sportscotland regulatory requirements to report on size, achievements and profile
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary
- *Consent* – Where you have asked to receive additional information from the club regarding news, upcoming events, courses etc we will include your details on our email database, we use the services of a third party provider for these communications- MailChimp  
Personal data is stored in the EU whether in digital or hard copy form or in the US in digital format when the data storage company is certified with the EU-US Privacy Shield

## **Who we share your 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.

# Dumfries Young Curlers privacy notice

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.

Scottish Curling members' personal data

As an affiliated club of Scottish Curling we are required to ensure that all of our members are members of Scottish Curling as a condition of our affiliation.

We will share membership information with Scottish Curling who will become a controller of your personal information when they receive it. Scottish Curling's privacy notice explains how they use your personal information and can be accessed here <https://www.scottishcurling.org/privacy-policy/>

Participants' personal data- We publish the results of our competitions on our website.

## **How we protect your personal**

Your personal information is stored on our password protected electronic filing system and our servers based in the UK / EU and is accessed by our staff / volunteers for the purposes set out above.

We may on occasion be required to transfer your personal information out with the EU for the purposes of entering athletes into competitions, booking travel arrangements for training camps, etc. Where your personal information is transferred out with the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to [protect your personal information](#).

## **How long we keep your personal information**

*Members' personal data*

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 3 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of DYC and for how long. We need to do this in the event of a claim against us.

## **Your rights**

You have the following personal data rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure (clinical records must be retained for a certain time period)
- The right to restrict processing
- The right to data portability
- The right to object

Any requests received by DYC 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)