

Scottish Archery

Privacy Notice – For Performance Athletes

What we need

Scottish Archery, The Scottish Governing Body for Archery affiliated to Archery GB

Scottish Archery will be a 'controller' of the personal information that you provide to us through your membership application form, any agreement forms for membership of Scottish Archery squads and teams, on our website and through the various media channels that Scottish Archery utilizes unless otherwise stated.²

Performance Athlete's personal data:

When you participate in any Scottish Archery squads or teams we may ask you for the following personal information over and above personal information that you may have provided as part of the membership process for Scottish Archery:

- contact details – name, address, email address, date of birth, phone numbers.
- contact details for next of kin or family member that we may have to contact in case of illness or accident.
- details of any prescription medication or medical information that may be required for participating at competitions.
- details of any Therapeutic Use Exemptions (TUEs) that you have obtained.
- participation details – for example, club you are currently a member of and any clubs you may practice at
- equality information – for example, disability, etc.;
- proof of eligibility to represent Scottish Archery as a Performance Athlete, including but not limited to proof of birth place, proof of residency, proof of parents' place of birth.

Why we need your personal information – legitimate purposes

Performance Athlete's personal data:

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. In relation to personal information that may be requested from Performance Athletes there is a lawful basis for processing as the information is required to support our legitimate interests in ensuring that we have sufficient and relevant information to enable us to manage Performance Squads and Teams effectively and in line with the overall objectives of the organization. If you wish to object to any of the above processing, please contact us on admin@scottisharchery.org.uk. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a Performance Athlete.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members who are also Performance Athletes for the purposes of complying with our obligations under:

- our **sportscotland** regulatory requirements to have a clear understanding of the demographics of our membership base and specifically our Performance Athletes. Such information will be anonymised and aggregated to provide high level information on Scottish Archery squad and team:
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary;

Why we need your personal information – equality monitoring requirements

We are required to use our members' and Performance Athletes' personal information relating to your health, racial or ethnic origin, etc for equality monitoring purposes as required by **sportscotland**.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example, for Performance Athletes to receive specific communications relating to squad or team activities and competitions.

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 with **sportscotland** and Team Scotland / Commonwealth Games Scotland / Archery GB and other Sports Governing Bodies for promotional and/or journalistic purposes.

For the purposes of International Competitions and team selection it may be necessary for specific personal information to

be provided to Competition Organisers, other Sports Governing Bodies, Travel companies (eg Airlines) and Travel Insurance providers to facilitate entry into such competitions and travel to and from events.

In order to ensure that appropriate contact can be made and maintained between Scottish Archery squad/team members, Performance Athletes' email addresses may be shared with Scottish Archery Team Managers and Team Staff as well as other Scottish Archery Performance Athletes on the same squad or team.

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 and reporting on any accidents or incidents potentially leading to serious injury or death.

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.

How we protect your personal information

Your personal information relating to your time as a Performance Athlete is stored on our electronic filing system and our servers based in the UK and is accessed by our performance staff and specific volunteers for the purposes set out above. If we are required to transfer your personal information outwith the EU for the purposes of, for example, entering athletes into competitions, booking travel arrangements for training camps, etc. where your personal information is transferred outwith 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

Performance Athletes' personal data

We will only keep your personal information in relation to your status as a Performance Athlete for as long as you remain a member of any Scottish Archery Squad or Team and until the end of the membership year that you leave such team or squad.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Scottish Archery and for how long. We need to do this to comply with the Companies Act 2006 which requires us to keep a register of members or in the event of a claim against Scottish Archery

Your rights

You can exercise any of the following rights by writing to us at admin@scottisharchery.org.uk

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 access request';
- if you believe that any of your personal information is inaccurate or incomplete you have a 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; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Scottish Archery 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