

SSAA Privacy Policy(May 2018)

Who are we: Scottish Schools' Athletics Association (SSAA) promote and develop competition opportunities for pupils attending schools in Scotland. We are affiliated to Scottish Athletics as our national governing body. SSAA will be the controller of personal information provided via the website or on forms.

Why do we need this policy: This policy is intended to provide information about how SSAA will use (process) personal data or information about individuals, including athletes, committee members & volunteers. We take the protection of the data we hold on individuals seriously and will do everything possible to protect it. From 25th May 2018 we will operate under the new EU General Data Protection Regulation (GDPR).

What will we collect & why:

From schools - school contacts, school name, educational email address, athletes' name, date of birth, gender, event personal bests.

This information is needed to allow us to have an accurate entry process for our events. It allows for accuracy in schools' affiliation processes.

From individual athletes – name, date of birth, event personal bests, email & phone contact, relevant health information & emergency contact details. This is submitted on a form completed by the athlete & requires a signature below a data protection statement.

This information is needed to allow direct contact regarding selection for coaching or International representation & for parental contact in an emergency while the athlete is away from home.

From Committee/Volunteers – name, address, phone number, PVG number if appropriate and email if available.

This information is needed to allow communication about events, General Meetings & the AGM. To ensure Committee members travelling as Team Managers are registered with a PVG reference.

You will never be automatically included in any mailing list.

Why we need it:

***Legitimate purposes:** to provide competition in athletics and the management of events, including correct entry to events.

* **Legal obligation:** request from Police Scotland , for the protection of vulnerable groups

Other data: Event organisers may request you supply other non-sensitive data, such as vest & shorts size, etc. This data will fall under consent and you are free to withhold any information you do not wish to give.

How will we store your information: SSAA collect data from a school via a secure transfer from the school computer. It is stored in database format, password protected on an encrypted drive, held by our web master. We rely on the web provider's guarantee for security of transfer and for the information, but will check their terms & conditions annually. The data is processed from this secure site and it can only be accessed using our programmes & systems. We collect personal data from an athlete on an availability form for selection purposes. This information is transferred and stored on an encrypted memory stick in a password protected file, and held by the International Convener. He will then destroy the paper copy. Committee details are stored in a password protected file on an

encrypted memory stick. This is held by the Secretary. This information is updated annually and is only accessed by the Secretary.

We will never disclose personal information such as date of birth, address or phone number to a third party. We will never transfer your data outside the EU.

Third party links: our web site may contain links to & from other organisations linked to us. These sites will have their own Privacy Policy. We do not accept responsibility or liability for these links,

How long will we keep your information: We will only keep your personal information as long as necessary? Personal data for entries will only be stored while the athlete is in the school system and eligible for our events. Personal data provided for selection will be held for a 12 month period then destroyed by the International Convener. Printed entry information will be destroyed by the Web Master immediately following the event.

Committee details will be archived annually and stored securely in a locked file in the Secretary's home. After a period of 12months following leaving SSAA, only the name will be retained.

Details of results will be published on the internet and could remain in the public domain for as long as they are historically valid and useful. When no longer necessary the Web Master will remove them.

Consent is not for ever, personal data will be deleted after specific time limits.

Sharing your information: Athlete's name, school, town, county and country will be shared with other members of the Schools' International Athletics Board (SIAB) for the production of an International Programme. This will be the only data shared. Names may be shared with clothing printers.

Published results can include name, school, age group and performance.

Athlete's personal information may be shared with medical personnel or Police Scotland in an emergency.

Your rights : Data subject – the living individual that the personal data being processed relates to – have the following rights in relation to your personal information:

- The right to be informed – this means you must be told what data we are using, why and for what purpose
- The right of access – you have to be allowed to see what data of theirs we are processing if they request it
- The right of rectification – if their data is wrong we have to correct it
- The right to erasure – you can demand that we erase all data of theirs that we have
- The right to restrict processing – you can demand that we stop using their data unless we have a legitimate legal basis for doing so
- The right to object – you can object to our use of their data and we must stop using it unless we have a legitimate overriding reason to continue

Complaints & contacts : Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using it. If you have any concerns or complaints in relation to how SSAA collect & process your personal data, you should initially contact the Secretary – secretary@ssaa.co.uk. Requests for access can also be submitted to this address.