



FORFAR INDOOR SPORTS PRIVACY NOTICE

For service users, existing and new members

What this privacy notice covers

Forfar Indoor Sports is committed to protecting your personal information. In this notice, references to 'we' and 'us' means Forfar Indoor Sports, Forfar Curling Centre Club, Forfar Indoor Bowling Club or Ice World Skating Club. This notice explains how we collect and use the personal information about you.

What we need

Forfar Indoor Sports will be a "controller" of the personal information that you provide us, unless otherwise stated.

When you participate in our sports, use our facilities or register as a member of Forfar Indoor Sports, Forfar Curling Centre Club, Forfar Indoor Bowling Club or Ice World Skating Club, or renew your membership (including if you are registering on behalf of a child under the age of 18), we may ask you for the following personal information:

- contact details – name, address, telephone number, email address, and date of birth;
- membership criteria / category – Curling , Bowling, Skating, Other

Why we need your personal information – legitimate purposes

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

- promote and encourage participation in the sports played at Forfar Indoor Sports 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 may use for promotional, education and development purposes;
- provide competition in the sport of Curling, Bowling and Ice Skating by accepting and managing entries for our competitions and checking your personal information to ensure you are entered in to the correct competition;
- invite our members to our club meetings, social events and competitions by email / telephone; and
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the facilities and sports played at Forfar Indoor Sports. We will use your personal information to investigate your complaint, and take disciplinary action where appropriate.

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 admin@fis.scot. 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 user or member.

Why we need your personal information – legal obligations

We are under 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.

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.

Who we share your personal information with

- We may be required to share your personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations may include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.
- We may share your personal information with our professional and legal advisors for the purposes of taking advice.
- We may share your personal information with other members of Forfar Indoor Sports, Forfar Curling Centre Club, Forfar Indoor Bowling Club or Ice World Skating Club for the purpose of coordinating teams for competitions.
- We may share your personal information with National Sporting Governing bodies and their areas and provinces, and ice & bowling rinks for the purposes of registering you for competitions and events.

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 purpose 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 is stored in a locked filing cabinet and/or electronically on a pc/laptop which is password protected. Your personal information is accessed by our appointed administrative staff for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with 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 five years.

Your rights

You can exercise any of the following rights by writing to us at admin@fis.scot or The Data Controller, Forfar Indoor Sports, Suttieside, Forfar, Angus, DD8 3NG.

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 Forfar Indoor Sports 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

Updated: 18/05/2018