

# **Cosmic Hillbashers**

Club privacy notice

Cosmic Hillbashers take the protection of the data that we hold about you as a member or event entrant seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, retained and destroyed in accordance with current and future UK data protection legislation.

## **What we need**

Cosmic Hillbashers caters for adult runners. We have a small number of volunteers who manage and coordinate club organisation and activities. Cosmic Hillbashers is affiliated to Scottish Athletics.<sup>1</sup>

Cosmic Hillbashers will be a "controller" of the personal information that you provide to us [unless otherwise stated].

### *Members' personal data:*

When you register as a member of Cosmic Hillbashers or renew your membership we will ask you for the following personal information:

- Contact details – name, date of birth, address, email, phone number, emergency contact, Scottish Athletics number;
- Membership criteria / category – gender, senior;
- Card payment details are held only by the third-party provider for our online membership

## **Why we need your personal information – contractual purposes**

### *Members' personal data:*

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, including key service purposes, for example, weekly update, licensing, voting notifications, managing kit orders, access to the SPOND app for club members.
- Processing of membership forms and payments
- Send you membership communications by ~~post~~ or email
- Managing AGM and voting
- Annual affiliation submission to SAL (i.e. membership criteria)

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.

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<sup>1</sup> [Home - Scottish Athletics](#)

### *Participants' personal data:*

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

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.

## **Why we need your personal information – legitimate purposes**

### *Members' and Participants personal data:*

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

- promote and encourage participation in running 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 running 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 running by monitoring members' engagement and participation through running and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our annual awards [dinner / ceremony], which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- 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 / safeguarding requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to running. [for example, we will use your personal information to investigate your complaint, to suspend membership]; and
- for events, to collate, publish and submit event results to third parties such as Scottish Athletics.

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

membership@cosmics.org.uk. 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 membership@cosmics.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 volunteer.

#### **Why we need your personal information – legal obligations**

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants 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 vulnerable people;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

#### **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**

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Cosmic Hillbashers for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Such organisations include Disclosure Scotland, Mountain Rescue and Police Scotland for the purposes of safeguarding people and emergency situations.

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

Cosmic Hillbashers uses a third-party supplier, Entry Central, to manage our membership. More information about their privacy policy can be found here <https://www.entrycentral.com/terms-and-conditions/privacy>

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.

#### *Participants' personal data*

We publish the results of our competitions on our website<sup>2</sup> and the Club's Facebook<sup>3</sup> group. This includes competitors' name, age, gender, result.

### **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the UK/EU, and is accessed by our volunteer management committee for the purposes set out above.

### **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 5 years.

### **Your rights**

You can exercise any of the following rights by writing to us at [membership@cosmics.org.uk](mailto:membership@cosmics.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.

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<sup>2</sup> [The Cosmic Hillbashers - Home \(cosmics.org.uk\)](http://www.cosmics.org.uk)

<sup>3</sup> [Cosmics | Groups | Facebook](#)

Any requests received by Cosmic Hillbashers 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)