



Privacy Notice



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1. About this Notice

The EU General Data Protection Regulations (GDPR) now form part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018). When the UK leaves the EU after the transition period the GDPR will be retained in domestic law, but the UK will have the independence to keep the framework under review.

When collecting or receiving personal data from anyone, Charities must under the GDPR give a clear privacy notice (especially for children and protected adults) to the individual whose personal data they are processing. For example, the privacy notice should be included in applications for membership, membership renewal forms, and employment /volunteer forms.

This Privacy Notice explains when and why we collect personal information about our members and how we use it, how we keep it secure and your rights in relation to it. We (the Charity) for the purposes of the GDPR are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it. We may collect, use and store your personal data, as described in this Data Privacy Notice and as described when we collect data from you.

As a Club and Charity we are aware children and protected adults need particular protection when you are collecting and processing their personal data because they may be less aware of the risks involved. Article 8 of the GDPR allows Member States to decide the age at which children can consent to the processing of their personal data. In Scotland the processing of the personal data of a child shall be lawful where the child is at least 16 years old. Where the child is below the age of 16 years, such processing shall be lawful only if and to the extent that consent is given or authorised by the holder of parental responsibility over the child.

We reserve the right to amend this Data Privacy Notice from time to time without prior notice. You are advised to check our website www.ayrshiretigers.co.uk regularly for any amendments (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulation (GDPR) and other data protection and privacy laws applicable in the UK when dealing with your personal data. Further details on the GDPR and other relevant laws can be found at the website for the Information Commissioner (www.ico.gov.uk).

2. Who are we?

We are Ayrshire Tigers Powerchair Football Club SCIO who have teams competing in the Scottish Powerchair Football Leagues' sponsored by MDUK. The club is affiliated to the Scottish Powerchair Football Association (SPFA). Ayrshire Tigers PFC SCIO take your privacy very seriously. Our registered office is at 4 Kennedy Park, Dreghorn, Irvine, KA11 4DW. We can be contacted by calling 07936295779 or by email at info@ayrshiretigers.co.uk



3. How We Gather your Personal Data

We will obtain your personal data in different way:

- directly from you, when you send us your CV, application form or cover letter, or when you otherwise apply for a role with us (either in response to an advertisement or speculatively);
- your referee(s) (including former employers where relevant);
- from any references provided to us from your current or previous employers, or other third party organisations;
- a background check provider (including Disclosure Scotland or other third party disclosure providers).

4. What personal data we will hold on you and why

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our players and their parents or guardians, club volunteers and charity trustees.

In some cases, if you fail to provide personal data when requested, we may not be able to progress your application further or enter into a contract of employment or agreement with you.

We will collect various categories of personal data during the course of player registration or during shortlisting candidates for interview during the volunteer recruitment process such as.

- personal contact details such as name, title, home addresses, telephone numbers, and personal email addresses;
- date of birth;
- details of your qualifications, experience, employment history (including job titles, current salary and working hours) and interests;
- information about any of your criminal convictions and offences;
- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- gender;
- details of your referees; and
- any other information contained within your CV or cover letter or gathered as part of the appointment and selection process.

We only use your personal data where it is permitted by the laws that protect your privacy rights

The legal bases and purposes for processing your personal data during the volunteer recruitment process are:

- to take steps to enter into an employment contract or volunteer agreement with you;



- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms (for example, assessing your suitability for the relevant role for which we are recruiting, whilst ensuring that any personal data obtained is held securely).

We seek to ensure that our collection and processing of your personal data is always proportionate.

We do not need your consent to use your personal data where the law otherwise allows us to use it. In limited circumstances, we may approach you for your consent to allow us to process certain personal data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can consider whether to give your consent. You have no obligation to give consent if you are asked for it, and if you do give consent you may withdraw it at any time.

We have set out in the table below, the personal information we ask for, a description of how we plan to use that personal data, and finally the legal bases we rely on to do so.

Type of Information	Purposes	Legal Basis of Processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club. Keeping members informed of general information concerning the Club i.e. fundraising events, notice of award nights To send invoices for membership and coaching renewals. Verifying the identity of members. Organising matches.	For the purposes of our legitimate interests in operating the Club. We will seek the Member's consent on their membership application or renewal form. The Member may withdraw their consent for their details to appear in the membership directory at any time by contacting us by email or letter. Performing the Club's contract with the Member.
Emergency contact details.	Contacting next of kin in the event of emergency. Making coaching team aware of medical conditions.	Protecting the Member's vital interests and those of their dependants.
Date of birth / age related information.	Providing data to governing bodies such as the SPFA.	Performing the Club's contract with the Member. Compliance with applicable law.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender.



<p>Photos and videos of members.</p>	<p>Putting on the Club's Website and Social Media Pages.</p> <p>Sending out marketing information such as newsletters and information about promotions and offers from sponsors.</p> <p>Publishing match and league results.</p>	<p>We will seek the Member's consent on their membership application form and each membership renewal form.</p> <p>We will only send you direct marketing if you are an existing member and you have provided your consent.</p> <p>We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 16 then only with written consent of parent/guardian.</p> <p>The Member may withdraw their consent at any time by contacting us by e-mail or letter.</p>
<p>Bank account details of the player/volunteer</p>	<p>Processing membership forms and payments/ subscriptions. Reimburse expenses.</p>	<p>Performing the Club's contract with the Member.</p>
<p>Medical Conditions.</p>	<p>To ensure the correct level of care is available should this be required. Nature/type of disability. To ensure we understand possible health risks.</p> <p>Sharing data with leagues we are in membership of, and other competition providers for entry in events.</p> <p>Sharing data with coaches, managers or officials to run training sessions or enter events.</p>	<p>Protecting the Member's vital interests and those of their dependants.</p> <p>Consent. We will only process details on your medical history with your consent.</p>

You can also provide information about yourself by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

After the interview stage for volunteers, we may collect, store, and use the following additional categories of personal data about you. Any offer which we make may be conditional on your provision of such requested information:

- identification information (including a copy of driving licence, passport and utility bills);
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- information about your previous academic and/or employment history from references obtained about you from previous employers and/or education providers;
- information contained in any third party references provided to us about you;
- information regarding your academic and professional qualifications;



- information about any of your criminal convictions and offences (including information obtained through Disclosure Scotland or other third party disclosure providers).

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need players' and volunteers' personal data is to be able to run the powerchair football club and arrange matches; to administer memberships, communication purposes and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a player or volunteer to provide the services you are registering for.

5. How We Use Particularly Sensitive Personal Data

Special protection is given to certain kinds of personal data that is particularly sensitive. This is information about your health status, racial or ethnic origin, political views, religious or similar beliefs, sex life or sexual orientation, genetic or biometric identifiers, trade union membership and any criminal convictions.

We shall process special categories of personal data about you for the following key purposes:

- where necessary in the establishment, exercise or defence of legal claims (for example, in the context of an employment tribunal case or a personal injury claim); and
- for reasons of substantial public interest (for example, where such processing is required to monitor equal opportunities in accordance with our obligations in the Equality Act 2010).

We may also be required to process information about any criminal convictions you may have when conducting background checks from Disclosure Scotland or other third party disclosure providers, to ensure that individuals in certain roles do not have any criminal convictions).

6. Who we share your personal data with

We will share your personal data with third parties where required by law, where it is necessary to administer the appointment and selection process, to allow us to enter into an employment or volunteering relationship with you, or where we or the third party has a legitimate interest and it is fair and reasonable in the circumstances to share the information. We will only share your personal data to the extent needed for those purposes.

We may share your personal data for these purposes with:

- Football authorities in Scotland such as, The Scottish Football Association, The Scottish Powerchair Football Association and Scottish Para-Football (dependent on which Association the Club is affiliated with), WFA, EPFA or the FIPFA.
- Government and regulatory bodies such as Police Scotland, where we have a legal obligation to do so (such as to comply with our statutory audit obligations or for the prevention and detection of crime); and
- External background check providers (including Disclosure Scotland or other third party disclosure providers).



Where possible, your personal data will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations.

When you become a player of the Club, your information, may be passed to the SPFA, Scottish Para-Football Association, WFA, EPFA or the FIPFA when required to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

If you are a coach, employee or volunteer of the Club, your information, may also be passed to the SPFA, Scottish Para-Football Association, WFA, EPFA or the FIPFA if requested by these organisations for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our volunteers, players, members or affiliates, or others.

The Club may need to transfer your data outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

We will never sell your personal data and we will not share your personal data with any third parties without your prior consent (which you are free to withhold).

7. Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will not transfer your personal data outside the EU without making sure that the transfer ensures that the data is adequately protected or otherwise with your consent. .

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

8. How long we hold your personal data

We keep the personal information that we obtain about you during the player registration or the volunteer appointment and selection procedure for no longer than is necessary for the purposes for



which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us or enter into a volunteer agreement with us, the nature of the information concerned and the purposes for which it is processed.

We securely destroy all financial information once we have used it and no longer need it. We will delete this data after a player, volunteer, official/trustee has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential legal claims such as race or sex discrimination, after which they will be destroyed.

9. Your privacy rights regarding your personal data

You have various rights in respect of the personal data we hold about you – these are set out in more detail below. If you wish to exercise any of these rights, please contact info@ayrshiretigers.co.uk. You will generally not be charged a fee to exercise any of your rights over your personal data. As a data subject you have the right under the GDPR to:

- **Right to object:** You can object to our processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Access to your personal data:** You can request access to a copy of your personal data that we hold, along with information on what personal data we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making.
- **Consent:** Most of the time, we won't need your consent to use your personal data as we will be using it only to fulfil our obligations and exercise our rights as an employer. If you have given us your consent to use personal data, you can withdraw your consent at any time.
- **Rectification:** You can ask us to change or complete any inaccurate or incomplete personal data held about you.
- **Erasure:** You can ask us to delete your personal data where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- **Portability:** You can ask us to provide you or a third party with some of the personal data that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- **Restriction:** You can ask us to restrict the personal data we use about you where you have asked for it to be erased or where you have objected to our use of it.
- **No automated-decision making:** You have the right not to be subject to automated decisions that will create legal effects or have a similar significant



impact on you. We do not currently carry out automated decision-making in the course of you working with us, but we will notify you in advance if this changes.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

You can make a complaint to us by contacting us by email to info@ayrshiretigers.co.uk, if you are unsatisfied with our response, to the data protection supervisory authority – in the UK, this is the Information Commissioner's Office, at www.ico.org.uk

For more details, please address any questions, comments and requests regarding our data processing practices to our Charity Office:

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