

PRIVACY NOTICE

CLASSES

What we need

Livingston Athletic Club is registered as a Scottish Charitable Incorporated Organisation (SC046189) and is affiliated to Scottish Athletics.

Livingston Athletic Club will be a "controller" of the personal information that you provide to us through this website unless otherwise stated.

When you register as a participant of Livingston Athletic Club's classes (including but not limited to RJT Club, taster sessions, holiday camps, Couch to 5K) including if you are registering on behalf of a child under the age of 18 we will ask you for the following personal information:

- Participant details - name, address, gender, date of birth;
- Contact details – contact mobile, contact email, emergency contact name, emergency contact mobile;
- Medical information – relevant medical details;
- Emergency contact details, name, relationship to member, home phone, mobile phone;
- Other – registration notes including school attended;
- Payment details

Why we need your personal information – contractual purposes

When you book a place with us and you or your child attends our classes we need to collect your personal information so that we can honour your booking and to enable you or your child to participate in the 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

We also process our class participant's personal information in pursuit of our legitimate interests to:

- promote and encourage participation in athletics by sending communications and booking information for upcoming competitions, leagues and events. Our sessions, competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our sessions, competitions and events, which we use for promotional, education and development purposes;
- monitor and develop participation in athletics by monitoring participant's engagement and participation through monitoring attendance and inviting participants to participate in surveys for researching and development purposes;
- respond to your questions, comments, support needs or complaints, concerns or allegations in relation to the class. For example, we will use your personal information to investigate your complaint, put in place support.

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 enquiries@livingstonac.com. 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 class participant.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to participants for the purposes of complying with our obligations under:

- 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 sessions, competitions and events, we may share this with Scottish Athletics and West Lothian Active Schools for promotional and/or journalistic purposes.

We may share information with West Lothian Active Schools in order to monitor participation.

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 protecting members.

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

Livingston Athletic Club employs third party suppliers to provide services, including IT, payment services, payroll, pensions and coaching. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

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.

Where we share your personal information, 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 enquiries@livingstonac.com 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 class participant.

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 staff / volunteers for the purposes set out above.

How long we keep your personal information

We keep our class participant's personal information for ten years after you cease to be a participant.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at enquiries@livingstonac.com

Your rights

You can exercise any of the following rights by writing to us at enquiries@livingstonac.com

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;
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Livingston Athletic Club 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