

# **PRIVACY NOTICE**

## **EVENT PARTICIPANT**

### **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 to participate in Livingston Athletic Club's events or register on behalf of a child under the age of 18, we will ask you for the following personal information:

- Athlete details - name, address, date of birth, gender, age group, club, SA number and contact email address;
- Event details – Event(s) entered, Personal Best, Personal Best Year, Season Best;
- Payment details

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

When you book a place with us for and attend an event we need to collect your personal information so that we can honour your booking and to enable you 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 event 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 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;
- monitor and develop participation in athletics by monitoring engagement and participation through events and invitations to participate in surveys for researching and development purposes;
- respond to your questions, comments, support needs or complaints, concerns or allegations in relation to our events. For example, we will use your personal information to investigate your complaint, put in place support etc..

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](mailto: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 an event 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 competitions and events, we may share this with Scottish Athletics 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 the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and protecting participants.

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

We share details of our event participants with Scottish Athletics. This includes competitors name, DOB and SA number.

We publish the results of our competitions on our website. This includes competitors' name, age, result.

We will share results of our competitions with Scottish Athletics and Power of 10. This includes competitors' name, age, result.

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](mailto: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 an event 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 event participants personal information for ten years after you last participated.

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](mailto:enquiries@livingstonac.com)

## **Your rights**

You can exercise any of the following rights by writing to us at [enquiries@livingstonac.com](mailto: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; and
- 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](http://www.ico.org.uk)