

PRIVACY NOTICE

VOLUNTEERS

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.

When you volunteer with us, we will collect, store and use the following personal information relating to you:

- contact details – name, address, email address, date of birth, gender, contact number;
- participation details – parent, coach, board, etc.
- emergency contact details – name, address, phone number, relationship;
- payment details for expenses – bank account number, sort code;
- details relating to education and training – degrees, qualifications, coaching licence, officials licence, CPD course attendance, professional memberships;
- experience details – previous roles, employers, references;
- equality information – for example, disability, racial identity, ethnic identity, etc.;
- other details PVG membership, driving licence, previous offences, etc.
- We will also collect, store and use the personal information that you provided to us in your volunteering application form or CV.

We may ask you for additional personal information during the course of your volunteering, which shall be collected, stored and used in accordance with this privacy notice.

Why we need your personal information – legitimate purposes

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.

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

- ensure correct coaching ratios are observed;
- invite volunteers as award winners or guests to our annual awards event and other social events which includes asking our members, staff and volunteers to nominate volunteers for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- promote and encourage participation in volunteering by sending communications and information for upcoming volunteering opportunities. These may be filmed or photographed, and your personal information may also be used in images captured from our volunteering opportunities, which we use for promotional, education and development purposes;
- maintain records on your volunteering, including qualification for any recognition scheme we operate, and any actions taken under our problem-solving policy.

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 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 volunteers 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;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our volunteering opportunities, 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 HMRC, the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and the safety of members and participants.

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, payroll, pensions etc. 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.

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 will only keep your personal information for as long as necessary and to safeguard Livingston Athletic Club in the event of any claims, complaints, litigation, enquiries and investigations during or following your time volunteering. We will review and possibly delete your personal information following a period of at least ten years after you have ceased to volunteer with us.

We will keep certain personal information of volunteers for longer in order to confirm your identity, when you were volunteer for Livingston Athletic Club and for how long. We need to do this in the event of a claim against Livingston Athletic Club.

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.