

## SSS Privacy Notice- Azolve (Junior)

### What we need

Scottish Student Sport will look after the personal information that you provide us. We will not share it with anyone else unless we have a reason to do so, as will be explained in this document.

When you provide information about yourself through the online system we use, called Azolve, for entering into sporting competitions or attending courses events, we will ask you for some information on yourself. The information we ask you for will depend on the type of event you are attending and the sport you will play. We could ask you for all or some of the following things: your name, address, telephone number, email address, next of kin name and telephone number, institution, sports club, membership/ licence number, gender, date of birth, weight, any sport specific equipment such as weapon type in fencing, experience level such as novice, intermediate or open.

### Why we need your personal information

#### 1. Contractual purposes

We need to collect your personal information so that we can run our sports events properly. We will use your personal information to:

- enter you into an event;
- run our committees and volunteer groups, that assist in the daily running of our organisation;
- manage our National Squad programmes;
- manage our coaching and refereeing programmes;
- complete football participation data that we then send to the Scottish Football Association as per our agreement with them;
- request payment from you or pay you if you have provided us with a service.

#### 2. Legitimate purposes

We could also process your personal information for one of the following things:

- Promote and talk about the great things that sport does for students in colleges and universities in Scotland and make sure we are also friends with local sports clubs across the country so that everyone can get involved in sport;
- run sports competitions for all students across Scotland;
- let you know about events that we are running;
- understand who is playing sport in Scotland so that we can be even better at what we do and provide even more opportunities to participate in sport;
- offer the chance to do coaching or refereeing courses;

- be the voice for all students across the country, making friends with people who may be able to make our organisation even better;
- communicate with everyone that we come across in our daily work, to help answer their questions.

If you do not understand anything in the paragraph above or do not want your personal information to be shared with anyone, then please telephone Scottish Student Sport on 0131 650 9653 and ask to speak to Catharine, or email us at [catharine@scotishstudentsport.com](mailto:catharine@scotishstudentsport.com) and we will help to answer your questions.

### 3. Legal obligations

In some cases, we have to process your personal information so that we don't break the rules with:

- **Sportscotland**, who ask us to give them information on who is playing sport in our member institutions and;
- the Equality Act 2010, which is a legal document that we must follow, asking us to treat all people as equal no matter who they are and where they come from.

### 4. Other uses of your personal information

Sometimes, we may wish to process your personal information for different reasons to those we have covered so far in this document. If this is the case, we will contact you to ask you if you are happy with this before doing so.

#### Who we share your personal information with

If your personal information is included in any photos or videos that we take during our sports competitions, we may share this with people we work with, such as **sportscotland**, so they may use them in promotional documents in print form or online.

We may also need to share your information with Disclosure Scotland or Police Scotland.

We may also share your personal information with any experts we use to help run our business, if we need to ask for their advice.

If we do need to share your personal information with others, we will of course only share exactly what is needed and not anything more.

If we work with other organisations, we will make sure that they also comply with all the rules in this document.

#### How we protect your personal information

Your personal information is stored in online files in our computers and the servers that store our files are based in the UK and only our staff team and volunteers that work with us can access these files.



### How long we keep your personal information

We will only keep your personal information for as long as we need to, to run our organisation and the activities that we do.

### Your rights

You are allowed to ask for any of the following things to happen if you are not comfortable with us keeping your details. To do so you can contact Scottish Student Sport by telephone on 0131 650 9653 or by email at [catharine@scottishstudentsport.com](mailto:catharine@scottishstudentsport.com):

- you may ask to see all the information that we have about you;
- you may ask for us to make a change to the information that we have about you;
- you may ask that we only use your information for certain reasons;
- you may ask that we delete all the personal information we hold about you.

Any questions that you have will be answered by Scottish Student Sport, following the data protection law. If you are still unhappy, once you have spoken to Scottish Student Sport, you may of course make a complaint to the Information Commissioner's Office by visiting their website [www.ico.org.uk](http://www.ico.org.uk).