

## Scottish Student Sport- Privacy Notice

### What we need

Scottish Student Sport will be a “controller” of the personal information that you provide to us i.e. we will look after your information and not pass it on, in accordance with the guidelines set out in this policy document.

When you provide information about yourself for events, official or coaching courses, training or volunteering opportunities, we will ask you for the following information: contact details including name, address, telephone number, email address, job title (i.e. employed by one of our member institutions, coach, athlete, volunteer, official, parent, support staff).

### Why we need your personal information

#### 1. Contractual purposes

We need to collect your personal information so that we can effectively run our organisation and manage our wider network of volunteers and committees. We will use your personal information to:

- enter you into an event;
- effectively run our committees and volunteer groups;
- administer our National Squad programmes;
- administer our coaching and officiating programmes;
- complete specific monitoring of participation in Football in conjunction with the Scottish FA
- invoice or pay you (customer or supplier).

#### 2. Legitimate purposes

We also process our members’ personal information in order to:

- promote and develop sport in higher and further education and beyond through community links and partnerships;
- administer competitions in a number of sports to students across Scotland;
- inform you of our upcoming events such as the Festive Gathering or Annual Conference;
- monitor engagement in student sport across Scotland in order to identify growth opportunities;
- develop and maintain our volunteers’ and officials’ skills and qualifications;
- represent the interests of student sport by engaging partners, managing strategic relationships and providing clear and relevant information;
- communicate with our network, answering all queries, comments or concerns with regards to student sport and physical activity.

Should you be uncomfortable with any of the above, do please call us on 0131 650 9653 or email us via [catharine@scottishstudentsport.com](mailto:catharine@scottishstudentsport.com) and we will ensure that your details are not used in relation to any of the above activity.

### 3. Legal obligations

We are required by law to process certain personal information in order to comply with:

- our **sportscotland** regulatory requirements to report on the size and profile of our member institutions and;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

### 4. 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 details on 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 any partners, including **sportscotland**, for promotional reasons.

We may be required to share personal information with statutory or regulatory authorities such as Disclosure Scotland or Police Scotland.

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

Where we do need to share personal information with third parties, we will only share the necessary and relevant personal information required for the specific purposes and take sensible steps to ensure the information is used only in the manner it is intended.

We may employ contactors to process personal information. Such contractors are subject to written contractual conditions to only process that personal information under our instructions and protect it in accordance with the current data protection legislation.

#### How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK, and is accessed by our staff and 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 to provide you with the relevant services as a member institution, so long as you remain part of our network or wider organisation.



## Your rights

You can exercise any of the following rights by contacting Scottish Student Sport on 0131 650 9653 or emailing us at [catharine@scottishstudentsport.com](mailto:catharine@scottishstudentsport.com):

- the right to request access to the personal information that we hold about you by making a “subject access request”;
- the right to have your personal information corrected or added to, should you deem it to be incomplete;
- the right to request that we restrict the processing of your personal information for specific purposes;
- the right to request us to delete your personal information.

Any requests received by Scottish Student Sport 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).

