



Data Protection Policy

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1 Executive Summary

Scottish Squash is fully committed to compliance with the requirements of the Data Protection Act 1998 (“the Act”), which came into force on the 1st March 2000. Scottish Squash will therefore aim to ensure that all employees, Board Members, members, contractors, agents, consultants, partners or other servants of Scottish Squash who have access to any personal data held by or on behalf of the Scottish Squash, are fully aware of and abide by their duties and responsibilities under the Act

In order to operate efficiently, Scottish Squash has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central or local government. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this Scottish Squash regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between Scottish Squash and those with whom it carries out business. Scottish Squash will ensure that it treats personal information lawfully and correctly. To this end the council fully endorses and adheres to the Principles of Data Protection as set out in the Data Protection Act 1998.

This policy supports the provision of a structure to assist in Scottish Squash’s compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection

2 Data Protection Policy

2.1 Introduction

As individuals, we want to know that personal information about ourselves is handled properly, and we and others have specific rights in this regard. In the course of its activities, Scottish Squash will collect, store and process personal information, and it recognises that the correct and lawful treatment of this information will maintain confidence in the organisation and will provide for successful operations.

The types of personal information that Scottish Squash may be required to handle include information about:

- Current, past and prospective employees, officers, board and committee members, volunteers, Scottish Squash representatives, advisers, consultants, contractors and agents;
- Members (of both Scottish Squash, member clubs and regional associations) and, where applicable, their guardians;
- Performance players being individuals who are members of National Programmes who compete and represent Scotland at a national level;
- Those individuals who have undertaken training or qualifications through Scottish Squash or partner organisations;
- Trainers, coaches and physiotherapists registered with Scottish Squash;
- Referees registered with Scottish Squash;
- Suppliers and sponsors;

And others with whom it communicates.

The personal information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations. The Act imposes restrictions on how Scottish Squash may process personal information, and a breach of the Act could give rise to criminal and civil sanctions as well as bad publicity.

2.2 Status of the Policy

This policy sets out Scottish Squash's rules on data protection and specifies how Scottish Squash will comply with the eight data protection principles contained in the Act. These principles specify the legal conditions that must be satisfied in relation to the obtaining, handling, processing, transportation and storage of personal information.

This policy is a condition of employment and therefore any employees, in addition to all others who obtain, handle, process, transport and store personal information including board and committee members, volunteers, Scottish Squash representatives, advisers, consultants, contractors and agents will adhere to the rules of the policy. Any breach of the policy will be taken seriously and may result in disciplinary action. Negligent or deliberate breaches could also result in personal criminal liability.

Any employee, board or committee member, volunteer, Scottish Squash representative, adviser, consultant, contractor or agent who considers that the policy has not been followed in respect of personal

information about themselves or others should raise the matter with the Data Protection Compliance Officer appointed by Scottish Squash in the first instance.

2.3 The Meaning of Data Protection Terms

The Act is a complex law and uses technical terminology. It is important that these terms are understood. They are explained below and used throughout this policy.

Data is recorded information whether stored electronically, on a computer, or in certain paper-based filing systems.

Data subjects for the purpose of this policy include all living individuals about whom Scottish Squash holds personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information.

Data controllers are the people or organisations who determine the purposes for which, and the manner in which, any personal data is processed. They have a responsibility to establish practices and policies in line with the Act. Scottish Squash is the data controller of all personal data used in its activities and undertakings. There can be more than one data controller in respect of the same information. For example, in addition to Scottish Squash, a member club may also be a data controller.

Data users include employees whose work involves using personal data. Data users have a duty to protect the information they handle by following Scottish Squash's data protection and security policies at all times.

Data processors include any person (other than an employee of the data controller) who processes personal data on behalf of a data controller. This could include board and committee members, volunteers, Scottish Squash representatives, advisers, consultants, contractors and agents who handle personal data on Scottish Squash's behalf, for example where Scottish Squash has a volunteer inputting a new member's details onto its system.

Personal data means data relating to a living individual who can be identified from that data (or from that data and other information in the possession of Scottish Squash). Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal). It can even include a simple e-mail address. It is important that the information has the data subject as its focus and affects the individual's privacy in some way. Mere mention of someone's name in a document does not constitute personal data, but personal details such as someone's contact details, participation details or details of any medical condition would still fall within the scope of the Act.

Processing is any activity that involves use of the data, including simply viewing the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties (even partner organisations).

Sensitive personal data comprises information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings.

Sensitive personal data can only be processed under strict conditions, including a condition requiring the express permission of the person concerned.

2.4 Data Protection Principles

Anyone processing personal data must comply with the eight principles of good practice. These provide that personal data must be:

- Processed fairly and lawfully.
- Processed for limited purposes and in an appropriate way.
- Adequate, relevant and not excessive for the purpose.
- Accurate.
- Not kept longer than necessary for the purpose.
- Processed in line with data subjects' rights.
- Secure.
- Not transferred to people or organisations situated in countries without adequate protection.

2.4.1 Fair and Lawful Processing

The Act is intended not to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject. The data subject must be told, in a data protection notice, who the data controller is (in this case Scottish Squash and, if applicable, a member club), the purpose for which their data is to be processed by Scottish Squash, and the identities of anyone to whom the data may be disclosed or transferred. In addition, the data protection notice must be given to the data subject at the time the data is obtained and where the personal data is obtained from a third party source e.g. a member club, the data protection notice must be provided as soon as practical after that data is processed. If a member club has already told the individual that their personal data will be passed to Scottish Squash then Scottish Squash need not tell the individual again. The data protection notices must be prominent and legible and included at every point of collection of personal data.

For personal data to be processed lawfully, certain specific conditions have to be met. These include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for the legitimate interests of the data controller or the party to whom the data is disclosed. When sensitive personal data are being processed, additional conditions must be met. For example, information concerning a person's health, sex life, political opinions, race, ethnicity or religious beliefs can only be held where the individual has given explicit consent for this or in certain other limited circumstances, for example where Scottish Squash is required by employment law to process such sensitive information. In most cases the data subject's explicit consent to the processing of such data will be required.

2.4.2 Processing for Limited Purposes

Personal data may only be processed for the specific purposes notified to the data subject when the data was first collected, which may include, but is not limited to:

- The collation of data to produce statistics which will be supplied to, amongst others, government agencies,
- To research, develop and manage new and existing programmes and projects for the strategic development of squash and for promoting squash generally,

- For communicating with individuals about their membership and/or their involvement in programmes, projects, competitions, courses and other activities, and
- Providing information to individuals about matters related to squash, activities regarding squash administration and its sponsors) or for any other purposes specifically permitted by the Act.

This means that personal data must not be collected for one purpose and then used for another. If it becomes necessary to change the purpose for which the data is processed, the data subject must be informed of the new purpose before any processing occurs.

2.4.3 Adequate, Relevant and Non-Excessive Processing

Personal data should only be collected to the extent that it is required for the specific purpose notified to the data subject. Any data which is not necessary for that purpose should not be collected in the first place.

2.4.4 Accurate Data

Personal data must be accurate and kept up to date. Information which is incorrect or misleading is not accurate and steps should therefore be taken to check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Inaccurate or out-of-date data should be securely destroyed.

2.4.5 Timely Processing

Personal data should not be kept longer than is necessary for the purpose. This means that data should be destroyed or erased from Scottish Squash's systems when it is no longer required. Information which is held for historical or statistical purposes (such as results of tournaments, qualifications and cap history) can be held indefinitely. Although details of previous members should not be held indefinitely, anonymous information about members (i.e. information which does not identify specific individuals) is not regarded as personal data and can be held indefinitely.

2.4.6 Processing in line with data subject's rights

Data must be processed in line with data subjects' rights. Data subjects have a right to:

- Request access to any data held about them by a data controller.
- Prevent the processing of their data for direct-marketing purposes.
- Ask to have inaccurate data amended.
- Prevent processing that is likely to cause damage or distress to themselves or anyone else.

2.4.7 Data Security

Scottish Squash must ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. Data subjects may apply to the courts for compensation if they have suffered damage from such a loss.

The Act requires Scottish Squash to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data may only be transferred to a third-party data processor if he agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.

Maintaining data security means guaranteeing the confidentiality, integrity and availability of the personal data, defined as follows:

- **Confidentiality** means that only people who are authorised to use the data can access it.
- **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.
- **Availability** means that authorised users should be able to access the data if they need it for authorised purposes. Personal data should therefore be stored on the Scottish Squash's central computer system instead of individual PCs.

Security procedures include:

- **Log On System.** All IT systems have a log on system which allows only authorised personnel access to personal data. Passwords on all computers are changed frequently.
- **Secure lockable desks and cupboards.** Desks and cupboards are kept locked if they hold confidential information of any kind and can only be accessed by certain individuals. (Personal and financial information and child protection data is always considered confidential.)
- **Methods of disposal.** Paper documents should be shredded. Floppy disks and CD-ROMs should be physically destroyed when they are no longer required.
- **Equipment.** Data users should ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended. Personal information or other commercially sensitive information must not be taken offsite on laptops or other portable devices which are not encrypted.

2.4.8 International Transfers

Personal data should not be transferred to a country outside the European Economic Area unless the country to which the personal data is being transferred provides adequate safeguards. In many cases this will necessitate the data subject consenting to the personal data being transferred.

2.4.9 Practical Pointers

To maintain data security and compliance with the law, data users should:

- When sending emails to more than one data subject (whether by a distribution list or otherwise), consider 'blind copying' each data subject so that each data subject's contact details are not disclosed to the other data subjects.
- Ensure that no information is published on the Scottish Squash website in respect of a data subject unless the information is already in the public domain or that data subject has been informed and it is reasonable to do so or they have consented to such publication.
- Exercise care when disclosing information about someone else. Only do so if the other person has consented or it is reasonable in all the circumstances to comply with the request without the consent of the other person.

2.5 Dealing with Subject Access Requests

A formal request from a data subject for information Scottish Squash holds about them must be made in writing. Employees, board or committee members, volunteers, Scottish Squash representatives, advisers, consultants, contractors and agents who receive a written request should forward it to the Data Protection Compliance Officer appointed by Scottish Squash immediately. Scottish Squash should respond to the request within one calendar month.

When receiving telephone enquiries, employees, volunteers, board or committee members, Scottish Squash representatives, advisers, consultants, contractors and agents should be careful about disclosing any personal information held on Scottish Squash systems. In particular they should:-

- Check the caller's identity to make sure that information is only given to a person who is entitled to it. A common sense approach should be taken when verifying the identity of the caller. For example, if you personally know the individual and are satisfied that they are calling this ought to be sufficient. If you do not know the caller, you could ask to return their call and ensure that the number given tallies with that on the membership database record for the person. Alternatively if individuals have been issued with a password the information can be released if they correctly disclose their password.
- Suggest that the caller put their request in writing where the employee, board or committee member, volunteer, Scottish Squash representative, adviser, consultant, contractor or agent is not sure about the caller's identity and where their identity cannot be checked. Alternatively, the individual should be asked to attend in person (and especially if the information is of a sensitive nature).
- Refer to the Data Protection Compliance Officer appointed by Scottish Squash for assistance in difficult situations (for example, where any request might involve disclosing someone else's personal data). Any employees, board or committee members, volunteers, Scottish Squash representatives, consultants, advisers, contractors and agents should not be bullied into disclosing personal information.

2.6 General

This policy will be reviewed annually or more frequently should circumstances require to maintain its currency and relevance with periodic reports to the Scottish Squash Management Board on the implementation and operation of the policy.

Any questions or concerns about the interpretation or operation of this policy should be taken up in the first instance with info@scottishsquash.org

3 Data Protection Statements

This section provides guidance on the types of statements that will be required on the various forms to explain how Scottish Squash will use any information provided. These statements will also be used to ensure Scottish Squash is in compliance with the Data Protection Act 1998.

A. Where information is collected by Scottish Squash

1. SGB Membership Applications
2. Coaching Information
3. Referee Information
4. Courses Related Information
5. Tournament / Event Entry Forms
6. Elite Athlete Contracts
7. Application forms (e.g. for SGB board membership & squad membership)
8. Job Application Forms
9. Expense claim forms
10. Parent / guardian / player consent Forms

B. Where information is collected by someone else, such as a club or a regional association and passed to Scottish Squash

1. Club Membership Application
2. Officer Bearers
3. Child Protection

The styles cannot and are not intended to cover every potential scenario. Rather they are intended to form the basis of data protection / privacy notices for use Scottish Squash, Clubs and Regional Associations. These statements should be modified by the user to suit the particular instance and specific application.

3.1 SGB Membership Applications

Personal information which you supply to Scottish Squash may be used in a number of ways, for example:-

- to administer and manage your membership and related benefits
- to review, develop and improve the services and activities offered by us
- to provide you with details of forthcoming activities, events, tournaments and competitions (as well as those of selected third parties (including our partner organisations and clubs)
- to research, develop and manage new and existing programmes and projects and to promote our sport
- to monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment
- for statistical analysis

Where your membership benefits include insurance, we may pass your personal information (which may include information about your health) to the insurer so that they can administer and manage your insurance related benefits and any claims which you might make. Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

3.1.1 Sharing Information

If you are already a member of an affiliated club, we may share your personal information with the club for the purposes set out above. We may pass your personal information to your nearest regional association so that they can contact you regarding your involvement in, and the development of, our sport.

Scottish Squash may also make your information available to those who provide products or services to Scottish Squash (such as advisers and database administrators).

We will share aggregated and anonymous information about our members with certain other organisations for the purposes of supporting sports and policy development. This information will not identify you specifically.

3.1.2 Electronic Marketing

We would also like to send you information about our activities, events, tournaments and competitions as well as those of selected third parties (including our partner organisations and clubs) by e-mail and SMS. If you do not agree to being contacted in this way, please tick the appropriate boxes. E-mail SMS

3.1.3 Marketing by others

We would also like to share your information with other organisations (such as our sponsors) so that they may send you information about their products and services, by post, telephone, e-mail and SMS. If you do not agree to your information being shared in this way, please tick the appropriate boxes. Post Telephone E-mail SMS

3.1.4 Equity

Scottish Squash Equity Statement:

We use this information to monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment. If you do not agree to have your equity details stored anonymously, please tick here

3.1.5 How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to us at Oriam, Heriot Watt University, Edinburgh, EH14 4AS.

By signing this form you agree that Scottish Squash may use and disclose your information for the purposes described above.

If you are not yet 16 this form should also be signed and dated by your parent or guardian.

Signature

Date

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Signature of parent / guardian

Date

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3.2 Coaching Information

Personal information which you supply to Scottish Squash may be used in a number of ways, for example:-

- to administer and manage your registration as a coach
- to contact you to advise you of coaching opportunities
- to provide you with details of forthcoming courses, events, tournaments and competitions
- to review, develop and improve the services and activities offered by us
- to research, develop and manage new and existing sports programmes and projects and to promote our sport
- to monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment
- for statistical analysis

We would also like to make certain information about you publicly available information (for example, on our website). If you do not agree to your information being used in this way, please tick the box.

3.2.1 Sharing Information

We will also pass your personal information to:-

- Certain other organisations so that these organisations can contact you in connection with the promotion and development of our sport
- The Scottish Qualifications Authority *and [INSERT NAME OF UKCC AWARDING BODY FOR YOUR SPORT]* so that they can administer and manage the UK Coaching Certificate awards system.

We will also share aggregated and anonymous coaching information with certain other organisations for the purposes of supporting sports and policy development. This information will not identify you specifically.

3.2.2 Electronic Marketing

We would also like to send you information about forthcoming courses, events, tournaments and competitions by e-mail and SMS. If you do not agree to being contacted in this way, please tick the appropriate boxes. E-mail SMS

3.2.3 Equity

Scottish Squash Equity Statement:

We use this information to monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment. If you do not agree to have your equity details stored anonymously, please tick here

3.2.4 How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to us at Oriam, Heriot Watt University, Edinburgh, EH14 4AS.

Signature

Date

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3.3 Refereeing Information

Personal information which you supply to Scottish Squash may be used in a number of ways, for example:-

- to administer and manage your registration as a referee
- to contact you to advise you of referring opportunities
- to provide you with details of forthcoming courses, events, tournaments and competitions
- to review, develop and improve the services and activities offered by us
- to research, develop and manage new and existing ports programmes and projects and to promote our sport
- to monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment
- for statistical analysis

We would like to make certain information about you publicly available information (for example, on our website). If you do not agree to your information being used in this way, please tick the box.

3.3.1 Sharing Information

We will also pass your personal information to certain other organisations so that these organisations can contact you in connection with the promotion and development of our sport.

We will also share aggregated and anonymous coaching information with certain other organisations for the purposes of supporting sports and policy development. This information will not identify you specifically.

3.3.2 Electronic Marketing

We would also like to send you information about forthcoming courses, events, tournaments and competitions by e-mail and SMS. If you do not agree to being contacted in this way, please tick the appropriate boxes. E-mail SMS

3.3.3 Equality

Scottish Squash Equality Statement:

We use this information to monitor compliance with equal opportunities legislation and the Equality Standard For Sport and to promote / maintain equality of opportunity or treatment. Data will be kept for no longer than is necessary. If you do not agree to have your equity details stored anonymously, please tick here

3.3.4 How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to us at Oriam, Heriot Watt University, Edinburgh, EH14 4AS.

Signature

Date

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3.4 Courses Related Information

Your personal information may be used in a number of ways, for example:-

- to administer and manage your application to attend the course
- to maintain a record of your qualifications and personal development details
- to identify future training needs and opportunities
- to keep you informed about others courses
- to review, develop and improve the services and activities offered by us
- for statistical analysis

Scottish Squash may also pass those details to certain other organisations for the same purposes.

3.4.1 Electronic Marketing

We would like to send you information about others courses by e-mail and SMS. If you do not agree to being contacted in this way, please tick the appropriate boxes. E-mail SMS

We would also like to pass your personal information to certain other organisations so that they have a record of your qualifications, for statistical analysis and also so that these organisations can contact you in connection with the promotion and development of our sport. If you do not agree to your information being shared in this way, please tick the box.

If you need any further information, please write to us at: Oriam, Heriot Watt University, Edinburgh, EH14 4AS.

Signature

Date

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3.5 Tournament / Event Entry Forms

Your personal information may be used in a number of ways, for example:-

- to administer and manage your application to participate in the tournament/event/competition
- to maintain a record of the tournaments/events/competitions in which you have participated
- to provide you with details of forthcoming events, tournaments and competitions
- to review, develop and improve the services and activities offered by us
- for statistical analysis

Your personal information will be shared with the organisers of the tournament/event/competition. You should be aware that this may mean sending your information to organisations in countries outside the European Economic Area in order to register your for events or to enter competitions or tournaments which you have indicated you wish to attend or take part in. These countries may not provide the same level of protection for your personal information as in the UK.

3.5.1 Electronic Marketing

We would also like to send you information about other tournaments/events/competitions by e-mail and SMS. If you do not agree to being contacted in this way, please tick the appropriate boxes. E-mail
SMS

If you give us information which relates to anyone else you must have their permission first.

Signature

Date

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3.6 Elite Athlete Contracts

You confirm that you have read and understood Scottish Squash’s data protection policy. Scottish Squash may change its data protection policy at any time and will notify you in writing of any changes.

You consent to Scottish Squash processing data relating to you for legal, personnel, administrative and management purposes and, in particular, to the processing of any sensitive personal data (as defined in the Data Protection Act 1998) relating to you including, as appropriate:

- Information about your physical or mental health or condition and take decisions as to your development and performance as an athlete and monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment;
- Your racial or ethnic origin or religious or similar beliefs in order to monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment;
- Information about your sporting performances and compliance with anti-doping laws and regulations in order to monitor your eligibility for sporting events, competitions and tournaments; and
- Information relating to any criminal proceedings in which You have been involved so as to comply with legal requirements and obligations to third parties, including insurers.

Scottish Squash may make such information available to those who provide products or services to Scottish Squash (such as advisers but not for marketing purposes), regulatory and law enforcement authorities (including anti-doping authorities), organisers of sporting events, competitions and tournaments, **sportscotland**, UK Sport and other governmental or quasi-governmental organisations. This may mean sending your information to organisations in countries outside the European Economic Area. These countries may not provide the same level of protection for your personal information as in the UK. You consent to the transfer of such information outside the European Economic Area even where the country or territory in question does not maintain adequate data protection standards.

Signature

Date

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3.7 Application Forms

I understand the following:

You will use the information I have provided to process and consider my application for [application to Scottish Squash]. Following completion of the application process you will only continue to hold information about me if you have a legitimate reason for doing so.

You may retain my details on file in case a position for which you feel I may be suitable arises. Yes No

You may check some of the information with other sources.

You may also get information about me from certain other organisations or give information about me to them to make sure the information is accurate, prevent or detect crime; and protect public funds. These other organisations include Government departments.

If I give information that is incorrect or incomplete, you may take action against me, including court action.

I declare that the information I have given on this form is correct and complete.

Signature

Date

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3.8 Job Application Forms (advertised positions)

I understand the following:

You will use the information I have provided to process and consider my application for employment with Scottish Squash. Following completion of the recruitment process you will only continue to hold information about me if you have a legitimate reason for doing so.

You may retain my details on file in case a position for which you feel I may be suitable arises. Yes No

You may check some of the information with other sources.

You may also get information about me from certain other organisations or give information about me to them to make sure the information is accurate, prevent or detect crime; and protect public funds. These other organisations include Government departments.

If I give information that is incorrect or incomplete, you may take action against me, including court action.

I declare that the information I have given on this form is correct and complete.

Signature

Date

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3.9 Expense Claim Forms

The personal information which you supply to Scottish Squash will be used to administer and manage your claim for expense and for statistical analysis. Scottish Squash will make such information available to its payroll administrators for these purposes.

Signature

Date

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3.10 Parent / guardian / player consent Forms

If you are not yet 18 this form should also be signed and dated by your parent or guardian.

Signature

Date

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Signature of parent / guardian

Date

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In the Bode of the Notice

Information about others

If you are completing this form on behalf of someone else or are giving us information which relates to anyone else you must have their permission first. You must also make them aware of this notice and obtain their agreement to their personal information being used in accordance with the purposes set out in this notice.

3.11 Club Membership Applications

Personal information which you supply to [club] may be used in a number of ways [by both the club and the sports governing body to which we are affiliated], for example:

- To administer and manage your membership and related benefits. Your information will be held by Scottish Squash in a central membership database for this purpose
- To review, develop and improve the services and activities offered by us [and the sports governing body]
- To provide you with details of forthcoming activities, events, tournaments and competitions (as well as those of selected third parties (including our partner organisations)
- To research, develop and manage new and existing programmes and projects and to promote our sport
- To monitor compliance with equal opportunities legislation and the Equity Standard For Sport and to promote / maintain equality of opportunity or treatment
- For statistical analysis

Where your membership benefits include insurance, we may pass your personal information (which may include information about your health) to the insurer so that they can administer and manage your insurance related benefits and any claims which you might make. Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claim.

3.11.1 Sharing Information

We may pass your personal information to your nearest regional association so that they can contact you regarding your involvement in, and the development of, our sport.

We will also share aggregated and anonymous information about our members with certain other organisations for the purposes of supporting sports and policy development. This information will not identify you specifically.

We may make such information available to those who provide products or services to us or Scottish Squash (such as advisers and database administrators)

3.11.2 Electronic Marketing

We would also like to send you information about our activities, events, tournaments and competitions as well as those of selected third parties (including our partner organisations) by e-mail and SMS. If you do not agree to being contacted in this way, please tick the appropriate boxes. E-mail SMS

3.11.3 Marketing by others

We would also like to share your information with other organisations (such as our sponsors) so that they may send you information about their products and services, by post, telephone, e-mail and SMS. If you do not agree to your information being shared in this way, please tick the appropriate boxes. Post Telephone E-mail SMS

3.11.4 How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to us [or the Club Secretary or the Chairman] at [insert address] or e-mail us [or the Club Secretary or the Chairman] at [insert e-mail address].

By signing this form you agree that we may use and disclose your information for the purposes described above.

If you are not yet 16 this form should also be signed and dated by your parent or guardian.

Signature

Date

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Signature of parent / guardian

Date

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3.12 Office Bearers

Congratulations on your recent appointment as [an officer / a committee member] of [identify club or regional association]. As well as being held by us for administration purposes, your personal information will be shared with Scottish Squash which will contact you with regard to the operational management and administration of the [club or regional association].

Scottish Squash may make your name and contact details publicly available on its website and pass your details to others who may wish to contact you about the [club or regional association]. If you do not agree to your information being shared in this way, please tick the box.

Scottish Squash may also share your information with certain other organisations so that these organisations can contact you in connection with the promotion and development of our sport.

Your declaration

I understand that you will use and share the information I have provided for the purposes detailed above.

Signature

Date

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3.13 Child Protection

You have applied for a Child Care Position. In order for us to consider your application, we will pass your contact details to Scottish Squash, who will arrange for an Enhanced Disclosure to be undertaken. A Disclosure is a document containing confidential criminal history information held by the police and government departments which can be used by employers to make safer recruitment decisions.

Scottish Squash will request a Disclosure certificate from Disclosure Scotland. Disclosure Scotland will provide a copy of the Disclosure certificate to both you and Scottish Squash. Scottish Squash will advise us whether or not you can be employed in the position you have applied for (or any another position). No other information will be disclosed by Scottish Squash to us about your Disclosure. Details of the Disclosure will be retained for a maximum period of 30 days after the recruitment decision has been made.

Your declaration

I understand that you will use and share the information I have provided for the purposes detailed above.

Signature

Date

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4 Data Protection Compliance Officer Role Description

The Data Protection Compliance Officer provides expert advice and promotes best practice in relation to the proper management of information in compliance with the law. The primary pieces of legislation that the Data Protection Compliance Officer will deal with are the Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002 which affect public authorities in the main, though some private sector businesses by association.

This means that the Data Protection Compliance Officer needs to maintain an awareness of developments in information legislation, keeping abreast of where instances of case law occur that can alter the interpretation of the different Acts.

The day-to-day duties of the Data Protection Compliance Officer can be varied and include:

- Developing guidance for staff on how to deal with information requests
- Providing advice on complex information requests
- Delivering or arranging training courses to new and existing staff on their obligations under different pieces of information legislation
- Developing procedures for the better management of information to support compliance with legislation
- Liaising with external bodies, such as the Information Commissioners Office or practitioner workgroups in their sector