



## Scottish Squash Privacy Notice – For Participants & Athletes

(Version 2 | 29<sup>th</sup> August 2023)

### What we need

Scottish Squash will be a “controller” of the personal information that you provide to us in this form, unless otherwise stated.

When you enter an event (conference, training course, assessment, competition, camp, tour or other event) or performance programme organised by Scottish Squash, we may ask you for the following personal information:

- Contact details – name, address, email address, phone number, gender, and date of birth;
- Emergency contact details – name, email address, phone number;
- Medical information – including but not limited to: name, address and phone number of GP, medical conditions and medications, allergies and special dietary requirements.

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

We need to collect your personal information so that we can manage events (including courses) in which you participate and any qualifications or awards that you gain through your participation. We will use participant/athlete personal information to:

- Administer the event;
- Process event results and, where applicable, send you confirmation of completion and/or certification.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide the above services.

### Why we need your personal information – legitimate purposes

When you book a place with us for a course other event or join a Scottish Squash performance programme, we need to collect your personal information so that we can process your booking to enable you to participate in the event 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 [info@scottishsquash.org](mailto:info@scottishsquash.org). If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a participant/athlete.

### Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our participants/athletes for the purposes of complying with our obligations under:

- The Companies Act 2006 to maintain a register of our members, which includes our members’ name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting



arrangements;

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

## Why we need your personal information – equality monitoring requirements

We are required to use our participants/athletes personal information relating to your disability (if any), ethnic group, religious belief, gender identity and sexual orientation for equality monitoring purposes as required by **sportscotland**.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality without our sport.

## 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 members of the Scottish media, **sportscotland** and Team Scotland/Commonwealth Games Scotland and other Sports Partners (including but not limited to World Squash Federation, Scottish Local Authorities, Scottish Disability Sport, affiliated Clubs & Regions) 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. We may also share personal information with our professional and legal advisors for the purposes of taking advice.

For athletes who represent Scotland at international level, your personal information is shared with the World Squash Federation and/or the European Squash Federation. For active competitive participants/athletes on a performance programme, your personal information may be shared with **sportscotland** Institute of Sport in order for them to carry out their responsibilities as managers of the programme.

We publish the results of our competitions on our website and social media channels. This may include competitor name, age/age category and result. We publish photographs of our competitions and events on our and social media channels.

Scottish Squash employs third party suppliers to provide services, including IT, payroll, coaching and tutoring, ratings and rankings, and communications. 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.

Scottish Squash employs SportyHQ to administer our membership database and process tournament entries, as part of which SportyHQ contracts third party payment providers to process your payments on



our behalf. SportyHQ and its payment providers process our members' 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.

### **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 and volunteers for the purposes set out above.

We are required to transfer your personal information out with the EU in order to utilise the services within our agreement with SportyHQ, which is a US-based company with servers within the USA. Scottish Squash will take steps to ensure your personal information is adequately protected in countries outside of the UK and EU and Scottish Squash's agreement with SportyHQ provides that SportyHQ must maintain certification under the EU-US Privacy Shield framework.

We may be required to transfer your personal information outwith the EU for the purposes of booking travel and accommodation for training camps and competitions for athletes and competition entries. Where your personal information is transferred outwith the EU, Scottish Squash will take steps to ensure your personal information is adequately protected.

Please contact us if you would like more details on safeguards used by Scottish Squash to protect personal information for these transfers.

### **How long we keep your personal information**

We normally keep participant/athlete personal information for six years. Data for athletes who belong to a Scottish Squash performance programme will be kept for longer in order to meet the Scottish Squash obligation for reporting to **sportscotland** and other relevant government agencies.

### **Your rights**

You can exercise any of the following rights by writing to us at [info@scottishsquash.org](mailto:info@scottishsquash.org).

Your rights are 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 Scottish Squash 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)