

SUFFOLK COUNTY ATHLETICS ASSOCIATION PRIVACY NOTICE FOR VOLUNTEERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your relationship with us a volunteer. This notice applies to current and former volunteers and this notice is not a contract of employment or other contract to provide services. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to **Suffolk County Athletics Association**

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but the Executive Committee has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

1. PERSONAL INFORMATION

When you sign up to become a volunteer with us, you may provide us with or we may obtain personal information about you including:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses and emergency contact details;
- details of your affiliated club (where applicable)
- payment details for payment of any out of pocket expenses;
- records of your interactions with us such emails and other correspondence and your instructions to us;
- records of your volunteering history
- any evidence of your officiating or coaching qualifications
- your marketing preferences so that we know whether and how we should contact you;

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs and sexual orientation;
- information about your health, including any medical conditions and medications.
- information about criminal convictions and offences:
- information about DBS records (number and registration dates):

We may not collect all of the above types of special category information about you. In relation to the special category personal data that we do process we do so on the basis that:

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.

In the table below, we refer to these as the "special category reasons for processing of your personal data".

We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

3. **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We typically collect personal information when you are appointed to a particular volunteer role, and only information relating to that role will be requested. This will usually be requested directly from you but sometimes we will collect information from third-party agencies such as UKA or club websites. We will also collect additional personal information throughout the period of you volunteering for us and when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way

We also may collect personal information about you from any third party references you provide as part of the application process for becoming a volunteer or from any feedback provided to us about your performance as a volunteer.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation to personal information**” section below.

4. **DATA SECURITY**

We have put in place measures to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

5. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

Your personal information will be shared internally with members of the Executive Committee and others who are delegated specific responsibilities by the Executive Committee.

Your personal information may be shared externally with the following parties:

- **Any party approved by you.**
- **Athletics governing bodies or regional bodies:** to allow them to properly administer the sport on a local, regional and national level.
- **Other service providers:** for example payment processors,
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.
- **Our affiliated clubs or NGB:** for the purposes of providing you with information on any further volunteering opportunities where you have given your express consent to do so.

We do not disclose personal information to anyone else except as set out above.

6. USES MADE OF YOUR PERSONAL INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Event Volunteers

<i>Purpose</i>	<i>Personal information used</i>	<i>Lawful basis</i>
Non- 'special categories' of Personal Information		
Making a decision about your appointment as a volunteer and managing the appointment process	All the personal information we collect from you as part of the application process. Records of your volunteering history. Evidence of your Officials or Coaching qualification.	We need this information to be able to perform and administer your contract with us as a volunteer.
To arrange and administer your attendance at an event you have volunteered for	Personal contact details such as name, title, email addresses and telephone numbers	This is necessary to enable us to register you on to and properly manage and administer your attendance at the event.
Paying you for any out of pocket expenses	Transaction and payment information.	We need this information to make any out-of-pocket expense payments to you.
Dealing with legal disputes involving you, or any other volunteers, including accidents	All non-'special categories' of personal information	We have a legitimate business interest to ensure that all legal claims are managed effectively. We also have a legal obligation to report any accidents at a workplace in accordance with health and safety laws.
Storage of records relating to you and also records relating to our organisation	All non-'special categories' of personal information	We need this information to be able to fulfil our contract with you.
To send you information we think you might find useful or which you have requested from us, including information about volunteering opportunities and other ways of supporting our organisation or the sport, provided you have indicated that you are happy to be contacted for these purposes.	Personal contact details such as name, title, email addresses and telephone numbers	Where you have given us your consent to do so.

Event Volunteers (continued)

'Special categories' of Personal Information and Criminal Records		
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about any criminal convictions or offences, and your DBS records.	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to provide appropriate adjustments to our sports facilities.	Information about your health, including any medical condition, health and sickness records, medical records and health professional information.	We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.
Storage of records relating to you and also records relating to our organisation.	All 'special categories' of personal information.	We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.

Committee Members and Officers

<i>Purpose</i>	<i>Personal information used</i>	<i>Lawful basis</i>
Non- 'special categories' of Personal Information		
Enabling effective communication between members of the Executive Committee and those delegated specific roles.	Personal contact details such as name, title, email addresses and telephone numbers	This is necessary to enable us to properly manage and administer the association.
Publish relevant contact details on the county website so that people can contact us.	Personal contact details such as name, title, email addresses and telephone numbers	This is necessary to enable us to properly manage the relationship between us and our members.
Storage of records relating to you and also records relating to our organisation	All non-'special categories' of personal information	This is necessary to enable us to properly manage and administer the association.

Club Contacts

<i>Purpose</i>	<i>Personal information used</i>	<i>Lawful basis</i>
Non- 'special categories' of Personal Information		
We will send you information which we feel may be of interest to your club, and request that you disseminate it to the relevant people within your club.	Personal contact details such as name, title, email addresses and telephone numbers	This is necessary to enable us to properly manage the relationship between us and our members.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a volunteer or we may not be able to properly perform our arrangements with you or comply with legal obligations and we may have to terminate your position as a volunteer. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our arrangements with you as a volunteer.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contacting us**" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on basis other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you as a volunteer.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, or reporting requirements.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

11. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

12. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email the County Secretary using the contact details on the county website <http://www.suffolkathletics.org.uk>

Version dated 5th June 2018