



Strathmore Community Rugby Trust

Inchmacoble, Forfar, Angus, DD8 1RL

Privacy Policy

What personal information we collect

We may collect, hold and use the following personal information of all stakeholders and staff:

- your name, address, date of birth, gender, email address (for children under the age of 18 the email address of that of the parent)
- Doctor/GP contact details (necessary for emergency use only)
- emergency contact details – relationship to member, name, address, telephone number and email address
- confidential equalities information – name of member, date of birth, details of any health and/or disabilities including allergies, learning/behavioural issues

It is your responsibility to check and ensure that all the personal information you provide to us is correct, complete, accurate and not misleading. If you become aware that any of the personal information you have provided to us or that we hold about you is out of date or is otherwise inaccurate, please contact us using the details set out at the end of this Privacy Policy.

Why we collect your personal information – Contractual Purposes

The Trust needs to hold your personal information so that we can react appropriately in the event of an accident. If you do not provide the Trust with all of the information requested this may affect the support offered to you.

Your personal information will also be used so that you can be provided with core services such as PVG checks.

For staff, personal details are required in line with your employment and for pay.

Why we need your personal information – Legitimate Purposes

We also process your personal information in pursuit of our legitimate interests to:

- Promote and encourage participation in events by sending communications and booking information for upcoming events. Our competitions and events may be filmed or photographed, and personal information used in images captured from competitions and events which the Trust uses for promotional, education and development purposes.
- Communication to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/child protection requirements; and
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the Trust. We will use your personal information to investigate and complaints or concerns and to take action where appropriate.

Strathmore Community Rugby Trust
Registered Scottish Charity: SC047475

Email:- info@strathmoretrust.co.uk Website:- www.strathmoretrust.co.uk



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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 the Trust at chair@strathmoretrust.co.uk. If we agree to comply with your objection, this may affect our ability to undertake the tasks above for the benefit of your membership.

Why we need your personal information – Legal Obligations

We are under legal obligation to process certain personal information for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches, staff and volunteers are able to undertake regulated work with children and vulnerable adults.

If an individual's PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not that individual can volunteer in a regulated role with children or vulnerable adults.

Other uses of your personal information

We may ask you if we can process your 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

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.

How we protect your personal information

Your personal information is stored securely on the Trust laptop which is password protected and held in the Trust office. Access is only available to the Community Project Coordinator and the Chairperson of the Trust. No information is stored online.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with our services. We will review the data we hold and remove unnecessary data at the end of every project and on an annual basis.



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Your rights

You can exercise any of the following rights by writing to us at chair@strathmoretrust.co.uk.

Your rights 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 the right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.
- Any requests received by the Trust 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

Amendments

We may change this Privacy Policy at any time. If changes are significant, these will be notified to you.

How to contact us

If you have any questions about this Privacy Policy or the information we hold about you or your child/children contact the Trust at chair@strathmore.co.uk