

What this Privacy Notice covers

Reference to 'we' and 'us' in this notice, means Between the Sheets Curling Club (the Club). The Club is committed to protecting your personal information and this notice explains how we collect and use your personal information.

What we need

Unless otherwise stated, the Club will be the "data controller" of personal information that you provide.

When you register as a member of the Club or renew your membership (including if you are registering on behalf of a child under the age of 18), we will ask you for the following personal information :

- name, address, telephone number, e-mail address, date of birth (Junior Members);
- membership criteria / category – Honorary, Full, Reserve, Junior; and
- playing intentions – external competitions, day league.

Why we need your personal information – contractual purposes

We need to collect members' personal information so that we can manage membership to :

- provide you with core member services including insurance, licensing and PVG checks (where applicable);
- set up your Scottish Curling online membership account and administer your account online;
- reserve ice for Club competitions and events at Greenacres Ice Rink;
- send you membership communication by post or e-mail in relation to essential membership services including general meeting notices, membership renewals and information on membership fees.

If you do not provide us with personal information that we need to collect then this may affect our ability to offer these services.

Why we need your personal information – legitimate purposes

We process our members' personal information in pursuit of our legitimate interests to :

- publicise curling competitions and events through the club fixture list, private web-page and closed Facebook page;
- promote participation in curling by sending information on upcoming competitions, courses and events;
- promote participation in curling by using images captured from our competitions and events;
- manage your entries into internal and (where applicable) external curling competitions;
- develop and maintain members' qualifications (where applicable);
- verify that you have completed any mandatory training and PVG requirements (where applicable);
- invite our members to social events by e-mail / telephone; and
- communicate with members regarding questions, comments and concerns or complaints relating to curling.

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 Club Secretary by e-mail to secretary@btscurling.com. If we agree with your objection and comply with your request, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Why we need your personal information – legal obligations

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

- Protection of Vulnerable Groups (Scotland) Act 2007 to confirm that coaches and volunteers may perform regulated work with children and vulnerable adults (where applicable).

Other uses of your personal information

PRIVACY NOTICE



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

As an affiliated club of Scottish Curling we are required to ensure that all of our members are members of Scottish Curling as a condition of affiliation. Consequently we will share your name, address, telephone number, e-mail address, date of birth and other information with Scottish Curling to allow them to carry out their responsibilities as a Sports Governing Body in Scotland. On receipt they will be a “data controller” of your personal information. Scottish Curling’s Privacy Notice can be accessed at <https://www.scottishcurling.org/privacy-policy/>.

To curl at our home rink of Greenacres Ice Rink, our members are also required to be members of Greenacres. Consequently we will share your name, address, telephone number and e-mail address with Greenacres Ice Rink. On receipt they will be a “data controller” of your personal information.

Additionally we may also share your personal information with :

- other members of the Club for the purpose of co-ordinating teams for competitions;
- areas and provinces of Scottish Curling and ice rinks for the purposes of registering you for competitions and events;
- statutory or regulatory authorities to comply with statutory obligations (e.g. Health & Safety Executive, Disclosure Scotland and Police Scotland for the purposes of safeguarding children and vulnerable adults, etc.); and
- professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purpose and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored in hard copy in a locked cabinet and electronically on a PC/laptop which is password protected and may be accessed by the Club Secretary, Match Secretary and Club Treasurer.

Your personal information is also held on our password protected , encrypted , secure web site which is hosted in the EU and on our closed Facebook page and may only be accessed by members of the Club.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will delete your personal information where you have not renewed your membership with us for five years.

Your rights

You can exercise any of the following rights by contacting the Club Secretary by e-mail to secretary@btscurling.com.

Your rights in relation to your personal information are :

- you may request access to 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 may request that we correct or complete this information;
- you may 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 Club 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.