

Scottish Canoe Association Data Protection – Fair Processing Statement



How information about you will be used

Personal information which you supply to the SCA may be used in a number of ways:

- to administer and manage your membership and related benefits including training and qualifications
- to administer and manage your entry/booking to participate in an event/competition
- to maintain a record of the events/competitions in which you have participated
- 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 and Edenred for Member Advantages)
- to research, develop and manage new and existing programmes and projects and to promote our sport
- to monitor the SCA's compliance with equal opportunities legislation and the Equality Standard For Sport and to promote / maintain equality of opportunity or treatment
- for statistical analysis.

Sharing Information

If you are a member of an affiliated club or, we may share your personal information with the club for the purposes set out above. We may also share your personal information (name, address, date of birth, contact information and qualification details) with the British Canoe Union for the same purposes as those set out above.

If you have completed a BCU UKCC Coaching award, we will also pass your name, address, date of birth and qualification information to the Scottish Qualifications Authority via Scottish Rugby Union so that they can issue certification and administer your qualification.

Where your membership benefits include insurance, we may pass your personal information 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.

We will share personal information (name, email address, membership number, date of birth) with selected third party organisations who administer membership benefits on behalf of the SCA. They will contact you directly with information on discounts and benefits available to you as an SCA member. If you wish to opt out of these benefits, please update your preferences via Self Service or contact us.

We will share aggregated information about our members with certain other organisations, which may include **sportscotland**, the Scottish Government and Sports Coach UK for the purposes of supporting sports and policy development. This information will not identify you specifically.

If you are a Coach Educator or Course Provider we may wish to make your name, email, phone number and geographic location publicly available on our website for the purposes of candidates contacting you regarding course provision. We will only do this with your explicit permission and you can change your preference at any time.

If you are an SCA volunteer, for example a board director or a committee member, the SCA may make your name and contact details publicly available on its website and other publications and pass your details to others who may wish to contact you about your role.

For the purposes of child wellbeing/child protection matters, we may share information about you with your club where we have been alerted to circumstances that might affect your status as a member of the PVG scheme for regulated work with children and/or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Child Protection Officers in the Club and Governing Body.

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 SCA, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ.