

Data Protection Guidance for SCA Clubs - January 2012

This document has been prepared by McClure Naismith LLP on behalf of sportscotland and issued to Scottish Governing Bodies of sport. It is issued to SCA Affiliated Clubs by the Scottish Canoe Association to assist clubs to meet the requirements of the Data Protection Act 1998. It is also intended to be used by clubs to help explain data protection to their members. If you have further questions on data protection, please contact the SCA Data Controller via the SCA Office.

1. Club Membership Forms

Note: Where a club collects personal information from an individual, as a minimum the individual will be told what the club is going to do with their information and who it will be shared with. For example, in terms of who this information will be shared with:-

- (i) their information may be accessed by club office bearers and club committee members for the purposes of club membership administration;
- (ii) their information will be held by the SCA in the SCA membership database being hosted by others on behalf of the SCA;
(Where the individual opts to receive information from the SCA, the SCA may use this membership information for purposes other than maintaining the membership database, for example they may use it to communicate with club members to inform them about forthcoming events, developments in canoeing or to offer them associated benefits.)
- (iii) aggregated (i.e. anonymised) data may be shared with partners (such as the British Canoe Union, sportscotland, the Scottish Government and Sports Coach UK) to support sports and policy development.
- (iv) the insurer for the purpose of providing insurance cover and administering claims.

Example wording to be used by Clubs on Club Membership Forms



How information about you will be used

Personal information which you supply to [club] may be used in a number of ways by both by us and the Scottish Canoe Association, the sports governing body, to which we are affiliated, for example:-

- to administer and manage your membership and related benefits. Your information will be held by us and by the SCA in a central membership database for this purpose
- to review, develop and improve the services and activities offered by us and the SCA
- to provide you with details of forthcoming activities, events, and competitions (as well as those of selected third parties (including our partner organisations))
- to research, develop and manage new and existing programmes and projects and to promote our sport
- to monitor the SCA's progress towards demonstrating equal opportunities in canoeing in Scotland through the Equity Standard For Sport
- for statistical analysis
- we may pass your personal information (which may include information about your health) to the insurer in the event of our club making an insurance claim. Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

Electronic Marketing

The Club would like to send you information about our activities, events, and competitions as well as those of selected third parties (including our partner organisations) by e-mail and SMS. If you agree to being contacted in this way, please tick the appropriate boxes. E-mail SMS

The SCA would like to send you information about SCA activities, events, and competitions as well as those of selected third parties (including SCA partner organisations) by e-mail and SMS. If you agree to being contacted in this way, please tick the appropriate boxes. E-mail SMS

How to contact us

For further information on how your information is used, how the Club maintains the secrecy of your information, and your rights to access information we hold on you, please write to: [Club Secretary/Chairman] at [address] or e-mail: [Club Secretary/Chairman] at [e-mail address].

How to contact the SCA

For further information on how your information is used, how the SCA maintains the secrecy of your information, and your rights to access information the SCA holds on you, please write to: The Data Controller, Scottish Canoe Association, Caledonia House, South Gyle, Edinburgh, EH12 9DQ or e-mail: general.office@canoecotland.org

By signing this form you agree that we may use and disclose your information for the purposes described above.

If you are not yet 18 this form should also be signed and dated by your parent or guardian.

Signature

Date

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Signature of parent / guardian

Date

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2. Club Office Bearer or Committee Member

When someone is appointed as a club office bearer or committee member of an SCA Affiliated Club, their name and contact details should be passed to the SCA. The SCA will publish contact details for the Club Secretary and the Club on the SCA website, in the SCA Yearbook and in other SCA literature. Their names and contact details may also be passed by the SCA to partners such as other clubs, local authorities, regional sports partnerships for the purposes of sports development.

On the making of such an appointment, it is recommended that the affiliated club issue the office bearer or committee member with a data protection / privacy notice informing the individual concerned of what they are going to do with their information and who it will be shared with.

As a matter of good practice, affiliated clubs are, wherever possible, recommended to use generic e-mail addresses such as secretary@canoecub.co.uk. This will help to ensure that less personal information is being disclosed whilst also being flexible to allow for changes in roles.

Example wording for use by SCA Affiliated Clubs when appointing a new Office Bearer or Committee Member



How information about you will be used

Congratulations on your recent appointment as [officer bearer/committee member] of [club]. As well as being held by us for administration purposes, your personal information will be shared with the SCA which may contact you with regard to the operational management and administration of the [club]. The SCA will make your name and contact details publicly available on its website, in the SCA Yearbook and in other SCA literature and pass your details to others who may wish to contact you about the club.

If you do not agree to your information being shared in this way, please tick the box.

Your declaration

I understand that you will use and share the information I have provided for the purposes detailed above.

Signature

Date

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