

West Lothian Sports Council

Privacy Policy



Data Controller

West Lothian Sports Council (WLSC) is the controller of the personal information that you provide to us in affiliation forms, booking forms, entry forms and application forms, through our website and social media channels, award nomination forms and event booking forms.

The Data Controller can be contacted by email at info@westlothiansportscouncil.ork.uk

Members' personal data

When you register as a member of WLSC, or renew your membership, we will ask you for the following personal information:

Contact Details – full name and address, e-mail address, telephone number, mobile number for club Chair and Secretary, plus contact information for additional club contacts as appropriate.

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your organisation's membership of WLSC. We will use our members' personal information to:

- provide you with membership services
- set up and administer your membership
- send you membership communications by post or email in relation to membership services including, but not limited to, annual general meeting notices, events, membership renewals, entry forms and booking forms.

If you do not provide us with the personal information that we need to collect, this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

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

- promote and encourage participation by sending members' communications and booking information for competitions and upcoming events. Our events may be filmed and your personal information may also be used in images captured from our events, which we may use for promotional and development purposes.
- monitor and develop participation by monitoring members' engagement and participation through attendance, and inviting our members to participate in surveys for research and development purposes
- invite our membership to our annual awards, which includes asking our membership for nominations for awards.
- respond to and communicate with members regarding your questions, comments, support needs in relation to your organisation or WLSC; and
- any other legitimate interests and details of uses of personal data.

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 purpose. If you wish to object to any of the above processing, please contact us at info@westlothiansportscouncil.ork.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Personal information associated with grant applications and award nominations is also covered by our privacy policy. When your organization applies for a grant, or you nominate athletes for an award, we need to collect personal information about those nominees so that we can consider your request.

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 us at info@westlothiansportscouncil.ork.uk. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a participant / athlete.

Who we share your personal information with

WLSC may occasionally share information about clubs and/or contacts with West Lothian Council, in particular Active West Lothian <https://activewestlothian.com/active-sports>.

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.

Members' personal data:

Your personal information is stored on an electronic filing system for the purposes set out above. The information is under the control of the WLSC secretary and can only be accessed by authorised personnel.

WLSC uses industry standard tools to manage communication and records, with daily backups to secure off-line storage.

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 review and possibly delete your personal information where you have not renewed your membership with us for five years.

Lawful Basis for Processing

We will only collect the personal data about you where we have lawful basis. Lawful basis includes consent. Your consent is required otherwise we will not be able to provide you with the full range of WLSC services.

At any time, if you wish to withdraw your consent please email info@westlothiansportscouncil.ork.uk.

Your rights

You can exercise any of the following rights by writing to us at info@westlothiansportscouncil.ork.uk:

- you can request to see 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 that personal information
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- you may request that we delete your personal information

Any requests received by WLSC 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
