



Privacy Notice – June 2019

This Privacy Policy sets out the purposes for which we will collect, hold and use your personal information and how this might be shared with third parties. It also explains your rights in respect of your personal information.

Lacrosse Scotland will be a “controller” of the personal information that you or your club provide to us to enable you to participate in our activities. Lacrosse Scotland is committed to protecting your personal information and respecting your privacy.

What we need

Members’ and Volunteers’ personal data

When you register as a member of Lacrosse Scotland or renew your membership, including if you are registering or renewing on behalf of a child under the age of 16, we will ask you for and record the following personal information:

- your name, address, email address, date of birth, mobile number and gender
- your billing address, bank account and payment card details
- membership criteria / category – adult, junior, U19, club, umpire, support, life member
- role within a club (if applicable) – coach, captain, trustee, secretarial position, treasurer, club administrator
- legal requirements – PVG, anti-doping
- participation details – club affiliations, qualifications, disciplinary actions relating to the sport
- Equality information – gender, disability, members’ personal information relating to health, racial or ethnic origin, age range, demographic and geographic for equality monitoring purposes
- any other personal information you provide to us when contacting or corresponding with us, when requesting any products and services from us, when providing any products and services to us, or when signing up to, attending or participating in our events, competitions or matches.

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 If you become aware that any of the personal information you have provided to us or that we hold about you is out of date or is otherwise inaccurate, please contact us using the details set out as the end of this Privacy Policy.

If you are providing this personal information on behalf of any other person, you must ensure that you have that person’s permission to do so, and for their personal information to be processed in accordance with this privacy policy.

We may also collect the following information

- Information about your computer, including your IP address, location data, operating system, how and when you use our website. Read our [cookie policy](#).
- Any information you provide to us when contracting or corresponding with us, either through social media, email or telephone.
- Your image (if filmed or recorded when attending our sites or events). Please note that filming and photography takes places at a number of our matches, competitions and events. By participating and/or attending any match, competition or event, you agree to your image being filmed, photographed or recorded, free of charge, for both Lacrosse Scotland and its licensees to use such images in pictures and/or files (including publication on the internet and in social media).

Member of National Programme/National Squad

When you trial or are selected for a national programme, your membership information may be shared with squad managers/coaches/staff/physios and may include **sportscotland/GB Lacrosse / World Lacrosse / European Lacrosse Federation / The World Games / International Olympic Committee**. This will also include some or all of the following information:

- Medical history
- Accident reports
- Performance records
- Anti-doping record/
- Passport / Visa information
- Emergency contact details

Why we need your personal information – member benefits

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

- Provide you with core member services including, but not limited to, [insurance], match eligibility in Lacrosse Scotland / GB Lacrosse / World Lacrosse competitions, [player transfers domestically and internationally], umpire appointments, attendance eligibility on Lacrosse Scotland run courses and member benefit discounts / promotions from sponsors / partners.
- Set up your online membership account and send you membership communications by post, phone or email in relation to essential membership services, including but not limited to, general meeting notices, umpire appointments, [club finder], membership fees, information and other information relevant to your membership.
- Facilitate disciplinary processes in line with the Lacrosse Scotland Disciplinary and Grievance Procedure. Personal information will be shared with an appointed panel in this instance.
- To comply with applicable law or regulations, court orders, law enforcement and fraud prevention requirements.

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

Why we need your personal information – legitimate and legal purposes

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

- Register our members on our membership database and affiliation with their club
- Pay any authorised expense claims in relation to work on our behalf
- Promote and encourage participation in lacrosse by sending members' communications and booking information for upcoming competitions and events. Your personal information may also be used in images captured which we use for promotional, educational and development purposes.
- Provide competition in lacrosse by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- Monitor and develop participation in lacrosse by evaluation members' engagement and participation through clubs, competitions and events, inviting our members to participate in surveys for research and development purposes to establish if we are representative of what and who we aim to serve
- Develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements [and verify that any mandatory training has been completed].
- Where needed, to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to compete a PVG check under the

Protection of Vulnerable Groups (Scotland) Act 2007 (or any preceding legal act). This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG scheme.

- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to lacrosse such as anti-doping, on and after match incidents, etc.
- Verify that international athletes meet criteria to compete in international tournaments and events for Lacrosse Scotland / GB Lacrosse / World Lacrosse.

Where we process your personal information pursuant to our legitimate interest, 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 on admin@lacrossescotland.com. If we agree and comply with your objection, this may affect our ability to undertake tasks for the benefit of you as a member or volunteer.

Why we need your personal information – equality monitoring requirements

We are required to use our members' personal information relating to health, racial or ethnic origin, gender, age, demographic and geographic for equality monitoring purposes as required by **sportscotland**.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our sport.

Other uses of your personal information

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.

Our member clubs collect and store personal information about their individual members. The clubs have a responsibility as "controllers" to provide their members with privacy notices.

Who we share your personal information with

If your personal information is included in images or videos taken by us, or accredited organisations or individuals, at competitions, events, or other lacrosse activities, we may share this with **sportscotland**, Lacrosse Scotland, GB Lacrosse, media organisations, partners / sponsors as shown on the website and World Lacrosse for promotional and/or journalistic purposes. Team sheets may be shared with media and broadcast providers prior to a match, competition or event and will contain some personal information for the purpose of commentary and match reports.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Information Commissioners Office, the Health and Safety Executive, Disclosure Scotland and Police Scotland.

We may also share personal information with our professional and legal advisors for the purpose of taking advice.

Lacrosse Scotland employs third party suppliers to provide services, including IT, qualifications, payments, media, etc. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and to protect it.

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 purposes 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 on our electronic filing system and our servers based in the UK or in the European Economic Area on a secure server and accessed by our staff and IT providers for the purposes set out above.

If a password is required to access certain areas of our applications, IT systems or website, you are responsible for keeping your password secure and confidential. You must not leave your password unattended or disclose your password to any other person.

How long we keep your personal information

Your personal information will be held for no longer than is reasonably necessary for the purposes for which it was obtained. We will carry out periodic reviews of the personal information that we hold about you to ensure that this is the case.

We will also retain your personal information to maintain historical, statistical and statutory records in accordance with applicable laws, regulations or guidance.

Your rights

You can exercise any of the following rights by emailing us at [INSERT ADDRESS].

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 a right to request that we restrict the processing of your personal information for specific purposes
- If you wish us to delete your personal information you may request that we do so.

Any requests received by Lacrosse Scotland 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

Last updated June 2019