

The Scottish Canoe Association (SCA) will be a “controller” of the personal information that you provide to us online, over the phone and through paper forms. The SCA uses an online system called JustGo provided by JustGo Ltd in order to process membership applications, event entries and maintain records of qualifications and training courses. Members can access their personal information stored in JustGo via the SCA website.

<b>Members</b>	<b>Participants/Athletes</b>	<b>Volunteers</b>	<b>Club Members</b>
<p>When you register as a member of the SCA 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 the following personal information:</p> <ul style="list-style-type: none"> <li>• contact details – name, address, email address (for children under 16 we will also require the email address of a parent or legal guardian);</li> <li>• date of birth</li> <li>• membership category – e.g Full, Junior,;</li> <li>• payment details – e.g. bank account number, sort code, card details if paying by direct debit or payment card</li> <li>• details of any club(s) you may be a member of</li> <li>• training or qualifications you hold relevant to paddlesport</li> <li>• equality information – disability (if any), ethnic group, religious belief, gender identity, sexual orientation.</li> </ul>	<p>When you enter an event (conference, training course, assessment, competition or other event) organised by the SCA, or organised by a third party and processed by the SCA or if you join the SCA Performance Programme we will ask you for the following personal information:</p> <ul style="list-style-type: none"> <li>• contact details – name, address, email address (for children under 16 we will also require the email address of a parent or legal guardian);</li> <li>• date of birth</li> <li>• details of the course being undertaken and training/qualification to be certificated</li> <li>• if booking directly; payment details – card details;</li> <li>• gender identity</li> <li>• emergency contact details (name and phone number)</li> </ul>	<p>When you volunteer with the SCA (in either an SCA role or as a committee member of an SCA affiliated club), we will ask you for the following personal information:</p> <ul style="list-style-type: none"> <li>• contact details – name, address, email address</li> <li>• date of birth</li> <li>• training or qualifications you hold relevant to paddlesport</li> <li>• equality information – disability (if any), ethnic group, religious belief, gender identity, sexual orientation</li> <li>• Declaration of interests (for SCA Directors, committee members and other individuals engaged in specific SCA roles)</li> </ul>	<p>When you join an SCA Affiliated club, we will record the following personal information:</p> <ul style="list-style-type: none"> <li>• contact details – name, address, email address (for children under 16 we will also require the email address of a parent or legal guardian);</li> <li>• details of any clubs you may be a member of</li> <li>• sex</li> <li>• date of birth</li> </ul>

#### Why we need your personal information – contractual purposes

<b>Members</b>	<b>Participants/Athletes</b>	<b>Volunteers</b>	<b>Club Members</b>
<p>We need to collect your personal information so that we can manage your membership. We will use your personal information to:</p> <ul style="list-style-type: none"> <li>• set up your online membership account;</li> <li>• provide you with core member services via post and email, including membership renewal information, coaching and training information and opportunities; member newsletters, information about General Meetings, the quarterly SCA magazine etc (and any optional magazines to which you subscribe through your membership),</li> <li>• to provide you with details of forthcoming activities, events and competitions (as well as those of selected third parties (including our partner organisations and clubs and Edenred (which provides “Member Advantages” on behalf of the SCA)</li> <li>• review, develop and improve the services and activities offered by us</li> <li>• research, develop and manage new and existing programmes and projects and to promote paddlesport</li> <li>• monitor SCA compliance with equal opportunities legislation and the Equality Standard For Sport and to promote / maintain equality of opportunity or treatment</li> <li>• support clubs in the deployment of coaches through accessing details of your training and qualifications (where you are a member of an SCA Affiliated Club)</li> <li>• for statistical analysis.</li> </ul> <p>If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.</p>	<p>We need to collect your personal information so that we can manage events (including courses) in which you participate and any qualifications or awards that you gain through your participation. We will use participant/athlete personal information to:</p> <ul style="list-style-type: none"> <li>• administer the event</li> <li>• set up your online account;</li> <li>• process event results and, where applicable, send you confirmation of completion and/or certification</li> </ul> <p>If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide the above services.</p>	<p>We need to collect your personal information so that we can manage any training or qualifications that you gain through your participation. We will use Volunteer personal information to:</p> <ul style="list-style-type: none"> <li>• Maintain records of training and qualifications</li> <li>• Allocate appropriate roles to Volunteers based on their qualifications</li> </ul> <p>If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide the above services.</p>	<p>We need to collect Club Member personal information so that we can maintain records of club membership for insurance purposes. In addition, we will use Club Member personal information:</p> <ul style="list-style-type: none"> <li>• to support clubs to manage membership information</li> <li>• to monitor SCA compliance with equal opportunities legislation and the Equality Standard For Sport and to promote / maintain equality of opportunity or treatment</li> <li>• for statistical analysis.</li> </ul> <p>If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide the above services.</p>

## Why we need your personal information – legitimate purposes

Members	Participants/Athletes	Volunteers	Club Members
<ul style="list-style-type: none"> <li>• promote and encourage participation in paddlesport by sending communications to individuals and members and booking information for upcoming competitions, courses and other events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;</li> <li>• provide events in paddlesport by accepting and managing entries and checking your personal information to ensure you are entered into the correct category;</li> <li>• monitor and develop participation in paddlesport by monitoring member engagement and participation through inviting our members to participate in surveys for research and development purposes;</li> <li>• invite our members as award winners or guests to our annual awards celebration, which includes asking our clubs to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;</li> <li>• develop and maintain records of member training and qualifications, including sending email communications to individuals and members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;</li> <li>• respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to paddlesport.</li> <li>• administer PVG processing as necessary</li> <li>• assisting in developing new programmes for the strategic development of the sport and the SCA; and</li> <li>• retaining personal data for historical and statistical purposes, such as competition results and qualifications.</li> </ul> <p>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.. 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.</p>	<p>When you book a place with us for a course or other event or join the SCA Performance Programme we need to collect your personal information so that we can process your booking to enable you to participate in the event etc. 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. 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.</p>	<p>For some volunteer roles, we will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. 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. If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or protected adults. 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. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.</p>	<p>We process club member personal information in pursuit of our legitimate interests to promote and develop paddlesport in Scotland. This includes reporting in aggregate and anonymised form to sportscotland and Scottish Government where appropriate. 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. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member of a club.</p>

## Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to [members/participants/athletes/volunteers/club members] for the purposes of complying with our obligations under:

- the Companies Act 2006 to maintain a register of our members, which includes our member name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our sportscotland regulatory requirements to report on the size, achievements and profile of our members; and
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

## Why we need your personal information – equality monitoring requirements

We are required to use member and participant personal information relating to your disability, ethnic group, religious belief, gender identity, age and sexual orientation 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. For example, to display a list of coaches able to deliver a particular training or qualification course. 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.

Club member personal data: We collect and store personal information about members of affiliated clubs. Where we do this, the clubs have a responsibility as “controllers” to provide their members with privacy notices and we will not use such personal information for any other purpose.

## Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with sportscotland, the SIS, Team GB or British Canoeing (including Canoe Wales and the Canoe Association of Northern Ireland) for promotional and/or journalistic purposes. We may also share your personal data with Children 1st Case Management Service if necessary for the investigation or management of a concern.

<b>Members</b>	<b>Participants/Athletes</b>	<b>Volunteers</b>	<b>Club Members</b>
<ul style="list-style-type: none"><li>• SCA uses an online system called JustGo provided by JustGo to administer our membership, qualifications and events database and club management system, as part of which JustGo contracts third party payment providers to process your payments of our behalf. JustGo and its payment providers process member personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it. If you are a member of an affiliated club we may also share your personal information with the club for the purposes set out above. This will include name, address, date of birth, contact information, qualification and credentials.</li><li>• Individual SCA members and Affiliated Clubs benefit from Civil Liability Insurance through an overall British Canoeing policy. Where an insurance claim is made or notification of a possible claim received, we will pass personal data relating to the potential/actual claim to insurance underwriters for the purpose of administering claims.</li><li>• Where you have purchased craft insurance we will pass your personal information to the insurer (Towergate Insurance Limited) so that they can administer and manage the insurance 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. Where you have opted to receive a magazine subscription for Kayak Session we will pass you personal information to the Publisher so that they can administer and manage your magazine subscription.</li><li>• The SCA quarterly magazine Scottish Paddler is sent out by a third party contractor, GSi Fulfilment &amp; Storage Solutions. Name and address of magazine recipients are transferred to GSi each time the magazine is mailed out.</li><li>• We share personal data with third party organisations, such as sportscotland for audit and reporting purposes</li><li>• If you are a coach, or complete any coach education course, we will share your personal information (name, address, date of birth, sex, email address and qualification details) with British Canoeing in order to process your qualification certification. If you move to/from Scotland and England, Wales or Northern Ireland we will share your details (including qualifications) with the relevant UK canoeing membership association (i.e. British Canoeing Canoe Wales and the Canoe Association of Northern Ireland). If you work for a Delivery Partner, we will share your update status and qualifications. You will be notified when this happens and have the option to opt out. We may also share basic details with the regulators of qualifications (e.g. Department of Education) for monitoring and compliance.</li></ul>	<ul style="list-style-type: none"><li>• SCA uses an online system called JustGo provided by JustGo to administer our qualifications and events database, as part of which JustGo contracts third party payment providers to process your payments on our behalf. JustGo and its payment providers process our participant personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.</li><li>• We publish the results of our competitions on our website. This includes competitor name, age/age category, result.</li><li>• If you enter to take part in an event organised by British Canoeing, Canoe Wales or the Canoe Association of Northern Ireland the SCA may, on request by the relevant organisation, provide confirmation of your membership category and expiry date in order to allow event entries to be validated and processed.</li><li>• If you represent the SCA or British Canoeing internationally, and if entries to such competitions are processed by the SCA or British Canoeing, then the necessary personal data in order to complete the event entry will be provided to the officials organising the event.</li><li>• If you register for an elearning course, we will share your name and email address</li></ul>	<p>SCA uses an online system called JustGo provided by JustGo to administer details of volunteers, as part of which JustGo contracts third party payment providers to process your payments on our behalf. JustGo and its payment providers process volunteer personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.</p>	<ul style="list-style-type: none"><li>• <i>Affiliated clubs of SCA are required to ensure that all of their club members are registered with SCA as a condition of their affiliation.</i></li><li>• SCA uses an online system called JustGo provided by JustGo to administer details of club members. JustGo processes club member personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.</li><li>• <i>Club member data will only be shared with the insurers in the event of a claim involving the particular club members concerned. Club member data will be aggregated and anonymised and will be used to demonstrate the participation trends in paddlesport. This anonymised data will not identify individuals.</i></li></ul>

<ul style="list-style-type: none"> <li>If, through the type of SCA membership you hold, you are deemed to be a Scottish member of British Canoeing that is eligible to attend or vote at British Canoeing General Meetings your details will be passed to British Canoeing or a third party processor acting on behalf of British Canoeing for the purpose of supplying you with relevant information about British Canoeing General Meetings</li> </ul>	with sportscotland who host the elearning platform		
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We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include Disclosure Scotland and Police Scotland for the purposes of safeguarding children.

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

The SCA employs third party suppliers to provide services, including IT and the mailing of magazines. 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 and Europe, and is accessed by our staff and volunteers for the purposes set out above.

We are required to transfer your personal information outwith the EU for the purposes of booking travel and accommodation for training camps and competitions for athletes and competition entries. Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

### How long we keep your personal information

<b>Members</b>	<b>Participants/Athletes</b>	<b>Volunteers</b>	<b>Club Members</b>
<i>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 6 years. We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of SCA and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members and in the event of a claim against SCA. In certain circumstances, e.g. regarding Safeguarding, we may keep information for longer periods of time. For full information about how long we keep different types of information please see the SCA Data Retention Policy on the SCA website.</i>	<i>We normally keep participant/athlete personal information for 6 years. Data for athletes who belong to the SCA Performance Programme will be kept for longer in order to meet SCA obligations for reporting to sportscotland and other relevant government agencies.. For full information about how long we keep different types of information please see the SCA Data Retention Policy on the SCA website</i>	<i>We normally keep Volunteer personal information for 6 years. For full information about how long we keep different types of information please see the SCA Data Retention Policy on the SCA website</i>	<i>We normally keep Club Member personal information for 6 years. For full information about how long we keep different types of information please see the SCA Data Retention Policy on the SCA website</i>

### Your rights

You can exercise any of the following rights by writing to us at Grandtully Campsite, Grandtully, Pitlochry, PH9 0PL or [hello@canoescotland.org](mailto:hello@canoescotland.org). 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; and
- if you wish us to delete your personal information, you may request that we do so. Any requests received by SCA 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](http://www.ico.org.uk)