



JudoScotland

Privacy Notice - Members

1st May 2018

JudoScotland: How We Manage Your Information

JudoScotland is the sportsScotland-recognised national governing body for the Olympic sport of Judo within Scotland and is affiliated to the British Judo Association (BJA). JudoScotland (JS) represents its growing individual membership, member clubs, coaches and hundreds of qualified, enthusiastic and committed volunteers delivering Judo across Scotland.

What we need

JudoScotland will be a "controller" of the personal information that you provide to us through completed forms or through the JudoScotland website, unless otherwise stated.

When you register as a member of JudoScotland or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16 years old), we will ask you for the following personal information:

- Contact details: full name; postal address; email address; date of birth; contact telephone number(s);
- Membership criteria/category: Junior (under 8); Junior; Senior; Athlete; Coach; or Volunteer;
- Payment details: bank account number; sort code; or debit/credit card details;
- Participation details: Judo Club name; Judo grade;
- Equality information: gender; ethnicity and disability.

Additionally, if you are a coach, official or volunteer with JudoScotland, we will ask you for the following additional personal information:

- Qualification details: the coaching and/or officiating qualification that you hold;
- Safeguarding details: valid first aid certificate number;
- PVG scheme identification number, disclosure number and date of issue; safeguarding children course attendance.

For athletes on JudoScotland performance development programmes, we will additionally ask you for the following:

- Personal information: weight category; actual weight; passport details; next of kin contact details; medical history; injury history; performance history; in loco parentis authorisation; and Club coach contact details.

Why we need your personal information – contractual purposes

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

We will use our members' personal information:

- To set up your online membership account and administer your account online;
- To provide you with core membership services, including licensing, grading, membership events and insurance;
- To send you membership communications by post or email in relation to essential membership services, including but not limited to membership renewals and information on membership benefits.

Additionally, if you are a coach, official or volunteer with JudoScotland, we will use our members' personal information:

- To provide you with membership services, specific to your qualification;
- To send you communications by post or email in relation to essential membership services for your specific role, including but not limited to qualification revalidation and information on qualification benefits.

For athletes on JudoScotland performance development programmes, we will additionally use our members' personal information:

- To inform the process of selection(s) to national squads;
- To send you communications by post or email in relation to the activities of the performance development programme;
- To provide you with entries and travel logistics to competitions and/or training camps.

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.

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 in Judo by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed for live streaming purposes and your personal information may also be used in images captured from competitions and events, which we use for promotional, education and development purposes;
- To book a place with us to attend a coaching course, competition, event, training course (or similar), we need to collect your personal information so that we can honour your booking and to enable you to

- participate in the course and/or event;
- To provide competition in Judo by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- To monitor and develop participation in Judo by monitoring members' engagement and participation through attendance and inviting our members to participate in surveys for researching and development purposes;
- To invite our members as award winners or guests to our annual awards ceremony, which includes asking our member Clubs to nominate individuals for awards and to possibly short-list such individuals to select the winners, who we will then contact by email;
- To develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG and/or child protection requirements;
- To provide competition in Judo for athletes on our performance development programme by organising and managing entries and travel logistics for competitions organised by other Judo bodies and checking your personal information to ensure you are entered into the correct category;
- 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 vulnerable adults;
- To respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to JudoScotland. We will use your personal information to investigate your complaint, to suspend membership, take disciplinary action 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 at: info@judoscotland.com. 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, participant, volunteer or athlete.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members, coaches, officials, volunteers, participants and athletes for the purposes of complying with our obligations under:

- The Companies Act 2006, to maintain a register of our members, (which includes our members' 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 our members' personal information relating to your gender, disability, racial or ethnic origin 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.

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,

Commonwealth Games Scotland; Local Authority partners; British Judo Association; and other project-specific partners for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include: the Health & Safety Executive; Disclosure Scotland; and Police Scotland for the purposes of safeguarding children and other vulnerable groups. We may also share personal information with our professional and legal advisors for the purposes of taking advice.

JudoScotland engages and/or works with third party suppliers to provide services, including: provision of customer relationship management (CRM) database; provision of information and communication technology (ICT) systems; delivery of JudoScotland gradings within a Club environment; delivery of the JudoScotland Grand Prix circuit; delivery of coach and volunteer official education and revalidation; and other specific programme delivery.

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 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.

JudoScotland employs "Azolve" to administer our membership database, as part of which Azolve contracts third party payment providers to process your payments of our behalf. Azolve and its payment providers process our members' 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.

We publish the results of competitions on our website and JudoScotland social media channels. This includes competitors' name, age, weight category and competitive result.

We may also be required to share personal information relating to athletes' health in order to undertake activities to eliminate doping, at a sporting event, within our sport generally, or to provide information about doping, or suspected doping, to UK Anti-Doping or another body with responsibility for eliminating doping in our sport.

How we protect your personal information

Your personal information is stored on our electronic filing system and our server based in the United Kingdom (UK) and is accessed by our staff and volunteers for the purposes set out above.

We are required to transfer your personal information out with the European Union (EU) for the following purposes: to enter athletes into (non EU-based) competitions and/or training camps; and to book travel arrangements for (non EU-based) competitions and/or training camps. Where your personal information is transferred out with 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

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 six years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of JudoScotland and for how long. This will extend to your: name; date of birth; grade; date of last grading; and date of last membership renewal.

Your rights

You can exercise any of the following rights by writing to us at info@judoscotland.com or by logging on to your account at www.judoscotland.com.

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 JudoScotland 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.

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