

# PRIVACY POLICY

Updated: September 2023



Scottish  
**Volleyball**

# Privacy Policy

## Introduction

Scottish Volleyball is a member of the British Volleyball Association, the Federation Internationale de Volleyball (FIVB) and the European Volleyball Confederation (CEV).

Scottish Volleyball will be a “controller” (A controller determines the purposes and means of processing personal data) of the personal information that you provide to us.

## What We Need

When you register as a member of Scottish Volleyball 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:

- 🌀 Contact details - name, address, contact telephone number, email address and date of birth.
- 🌀 Membership criteria/role within volleyball, e.g., member, player, coach, volunteer, official, parent, support staff.
- 🌀 Affiliation details e.g., are you a member of a club?
- 🌀 Equality information - disability (if any), ethnic group, religious belief, gender identity and sexual orientation.
- 🌀 PVG information if required.

## Why We Need Your Personal Information

### INFORMATION CONTRACTUAL PURPOSES

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

- 🌀 Provide you with member services including licensing, competitions and PVG check.
- 🌀 Set up online membership accounts and administer your account online.
- 🌀 Process awards and qualifications.
- 🌀 Send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, and information on events or courses.

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.

### LEGITIMATE PURPOSES

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

- 🌀 Promote and encourage participation in volleyball by sending members communications and booking information for upcoming competitions and events. Our competitions and events may be photographed or filmed for live streaming purposes. Your personal information may also be used in images captured from our competitions and events. These will be used for promotional, education and development purposes.
- 🌀 Provide competition in volleyball by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category.
- 🌀 Develop participation in volleyball by monitoring engagement and participation and inviting our members to take part in surveys for research and development purposes.
- 🌀 Invite our members as award winners or guests to our annual awards. This includes asking our clubs to nominate individuals for awards and shortlisting such individuals to select the winners. The winners will then be contacted by email.
- 🌀 Develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and to verify that you have completed any mandatory training and PVG / child protection requirements.
- 🌀 Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns, or allegations in relation to volleyball. We may use your personal information to investigate your complaint, to suspend membership and 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 Scottish Volleyball on 0131 556 4633, email [info@scottishvolleyball.org](mailto:info@scottishvolleyball.org) or write to Scottish Volleyball at 48 Pleasance, Edinburgh, EH8 9TJ. 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.

## LEGAL OBLIGATIONS

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants, athletes, etc. 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.
- 🌀 The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

## Equality Monitoring

We are required by **sportscotland** to use personal information relating to equality for monitoring purposes.

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. If so, we will provide you with additional information on how we will use your information.

We may be asked by our member clubs to collect and store personal information about their individual members. Where we do this, both clubs and SV as “controllers” and will provide their members with privacy notices.

## Who We Share Your Personal Information With

If your personal information is included in any images or videos we take, we may share this with our Partners for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, 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.

SV currently employs Mear Technology Ltd to administer our website. Mear Technology Ltd have access to personal information that appear on our website and all information included is under the same protection as listed within this document.

SV are working with Azolve Ltd for the production and maintenance of a membership management system called JustGo. Azolve Ltd and its payment

providers process our members' personal information on our behalf as "processors" (A processor is responsible for processing personal data on behalf of a controller) and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

We employ Officials-for-Sport.com to administer our referee appointment system. Officials-for-Sport.com process our referees' 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 employ HUDL to provide statistical video analysis and production of highlight packages for matches involving SVL Premier Men and SVL Premier Women teams. HUDL will retain personal information such contact details, member criteria/role within volleyball, affiliation details and likeness. This personal information can be used by Scottish Volleyball for promotional material and social media engagement. Additionally, clubs that have signed an agreement with SV and HUDL will have the ability to access this personal information from other teams. Upon signing an agreement with SV and HUDL, clubs and members must confirm their agreement to HUDL's privacy policy which can be found at [www.hudl.com/privacy](http://www.hudl.com/privacy) and must be affiliated with Scottish Volleyball.

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 EU and are accessed by our staff/volunteers for the purposes set out above.

We are required to transfer your personal information out with the EU for the purposes of entering athletes into competitions, booking travel arrangements for training camps, etc. 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 the Scottish Volleyball 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 or in the event of a claim against the Scottish Volleyball.

## Right to Access Policy

### What is the right of access?

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why Scottish Volleyball are using their data, and check we are doing it lawfully.

Individuals have the right of access to obtain the following from SV:

- 🌀 Confirmation that Scottish Volleyball are processing their personal data.
- 🌀 A copy of their personal data.
- 🌀 Other supplementary information.

An individual is only entitled to their own personal data, and not to information relating to other people (unless the information is also about them, or they are acting on behalf of someone). Therefore, it is important that Scottish Volleyball establish whether the information requested falls within the definition of personal data.

In addition to a copy of their personal data, Scottish Volleyball also have to provide individuals with the following information:

- 🌀 The categories of personal data concerned.
- 🌀 The recipients or categories of recipient you disclose the personal data to.
- 🌀 Scottish Volleyball retention period for storing the personal data or, where this is not possible, the criteria for determining how long the information will be stored.
- 🌀 The existence of their right to request rectification, erasure, or restriction or to object to such processing.
- 🌀 The right to lodge a complaint with the Information Commissioner's Office or another supervisory authority.
- 🌀 Information about the source of the data, where it was not obtained directly from the individual.
- 🌀 The existence of automated decision-making (including profiling).
- 🌀 The safeguards Scottish Volleyball provide if we transfer personal data to a third country or international organisation.

Scottish Volleyball provide some of this information already in your privacy notice.

## Procedure for Requests

All requests must be made in writing to [info@scottishvolleyball.org](mailto:info@scottishvolleyball.org). If a request is made by telephone, in person or by any other method which is not in writing all staff member/volunteers must ask the person to email their request to [info@scottishvolleyball.org](mailto:info@scottishvolleyball.org). The request must be logged in the Subject Right Access Folder with the date received.

On receipt of the email the following procedure will be adhered to:

- ⑥ A Subject to Right Access notification email will be sent to all staff members asking them to search their emails and forward/print any emails which contain the person's name. The staff member must respond to the email within 10 days.
- ⑥ A search will be completed on the company server and any documentation will be printed. This search must be done within 10 days.
- ⑥ The information found will be examined and redaction carried out to ensure privacy regarding third parties. This will be done by the CEO and Office Manager.
- ⑥ All correspondence will be then collated and an email confirming what information we hold will be sent to the individual by 28 days of receipt of request.

You can exercise any of the following rights by contacting Scottish Volleyball on 0131 556 4633, emailing [info@scottishvolleyball.org](mailto:info@scottishvolleyball.org) or write to us at Scottish Volleyball, 48 Pleasance, Edinburgh, EH8 9TJ.

Your rights in relation to your personal information are:

- ⑥ You have a right to request access to the personal information that we hold about you by making a "subject access request" (see above).
- ⑥ 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.
- ⑥ You have a right to request that we restrict the processing of your personal information for specific purposes.
- ⑥ If you wish us to delete your personal information, you may request that we do so.

Any requests received by Scottish Volleyball 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).