



## **ALBURY COMMUNITY SPORTS HUB**

### **PRIVACY POLICY concerning PERSONAL DATA**

Albury Community Sports Hub (ACSH) is committed to protecting and respecting your privacy. Personal data provided as a SCIO Member, Volunteer or Open Access User will be stored and processed in a fair, lawful, secure and transparent manner. ACSH has a duty to comply with the Data Protection Act and associated regulations, and with data protection principles and standards, and a Data Manager will ensure compliance.

#### **Personal Information**

ACSH **does not** collect your personal information if you simply access its website. ACSH **does** collect personal information about you if you ask to be put on our list of contacts either through becoming a Member of the SCIO, an annual Open Access (OA) user of the facilities of the Hub, or becoming a Volunteer.

This Policy sets out details of the personal information which we do or may collect and the ways in which we may use that information.

#### **What Information we collect**

We collect only the personal information that individuals choose to give us. As a minimum that will be a name, postal address, and email and may (where applicable) also include telephone number, age, date of birth, gender and information about any financial contributions that you make.

#### **How we use your personal information**

We use your personal information for the following purposes:-

##### **OPEN ACCESS USE AND USER MANAGEMENT**

- Completing the annual OA subscription process, enabling communication during the seasonal year.
- Sharing anonymised data with the Board of Charity Trustees to provide information on OA user numbers, type and trends.

##### **COMMUNICATION AND CONTACT**

- Enabling contact with OA users, SCIO Members and Volunteers during the period of involvement as such, regarding the activities of the Hub (events, meeting etc).

##### **FUNDING AND REPORTING PURPOSES**

- Sharing and analysing anonymised data for planning purposes with our partners such as Tennis Scotland, Bowls Scotland, Sport Aberdeen.
- Using anonymised data to support grant funding applications.

We will not use name and contact information for purposes of any mailing (postal or electronic) which does not relate to the activities of ACSH.

We will not pass any personal information which we hold to unconnected third parties.

### **Updating and amending your personal information**

ACSH is expected to keep its data up-to-date but cannot keep asking contacts if anything has changed. It is the responsibility of contacts to inform ACSH by letter or email of any changes of personal information that need to be amended.

ACSH is also expected not to hold data for longer than it needs to. In general, personal information about contacts will be retained until either removal is requested, or they are no longer associated with ACSH for whatever reason.

Emails sent by ACSH will include notice that recipients can request update of their preferences or their removal from the mailing list.

### **Third party websites and Facebook**

ACSH's website does not offer links to other websites. However should it ever do so, personal information given to ACSH would not pass through to the operators of those other websites, but ACSH has no control over what may be done with any personal information that you may give when visiting other websites.

Volunteers and SCIO members should note, depending on the role you undertake with ACSH, we may ask you to use services owned and operated by third parties (eg **Google, Apple, SignUp, Stripe, Square, Zoho**). These third party services will have their own privacy policies and we recommend that you view them. They will govern the use of personal information that you give them (eg name, email address) or which is collected by cookies and other tracking technology whilst using their services. **ACSH does not control such data and does not accept liability for the privacy practices of such third-party services, and your use of these is at your own risk.**

ACSH uses social media through **Facebook** and joining is open to all. Providers of social media platforms have their own privacy policies and ACSH does not accept responsibility or liability for these. Please check these policies before submitting any personal data on the ACSH Facebook page.

### **Changes to Privacy Policy**

ACSH will keep its Privacy Policy under review and will promptly notify on its website any changes made. This text is the version approved by the Board of Charity Trustees on April 3<sup>rd</sup> 2023 and applicable until any changes are made.

### **Consent**

By disclosing your personal information to us, you indicate your consent to the collection, storage, processing and use of personal information by ACSH as laid out in this policy.

### **Your Rights**

You have the right to:-

- request access to the personal information we hold about you by making a "subject access request" in writing.

- request that we correct or amend any personal information we hold which you believe to be inaccurate or incomplete.
- request that we restrict the processing of your personal information for specific purposes.
- request deletion of your personal information held by us.

Any requests received will be considered under applicable data protection legislation. If you remain dissatisfied, you have the right to contact the Office of the Information Commissioner directly or via Sport Aberdeen's Data Controller.

**As a data subject you are not obliged to share your personal data with ACSH. If you choose not to share your personal data, the Hub will be unable to register or administer your SCIO Membership or Open Access use of the Hub, or communicate with you about volunteering or any involvement with the Hub and its operation.**

### **Comments and questions**

If you have any comments or questions, please do not hesitate to contact us at [enquiries@alburyhub.org.uk](mailto:enquiries@alburyhub.org.uk).

Date of Policy adoption: - 3.4.23