

Privacy Notice for SANACC

SANACC takes your privacy seriously. We are a controller of information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What We need From You

When you register your club as a member or renew membership or make an application for a club member to enter a SANACC competition we may ask you for the following personal information:

- Contact details of your club secretary – name, address, email address, phone number and whether or not your club agrees to receiving correspondence by email.
- Club information – name of the club, number of club members, number of outings held each year and the year the club was formed.
- Contact details of the entrant – name, address, telephone number and email address.

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

Why We Need Your Personal Information

Contractual Purposes

We need to collect the personal information of our members' secretaries and representatives so that we can manage your relationship with us. We may use this personal information to:

- Provide you with core member services, including sending correspondence relating to our AGM and our competitions to club secretaries and club representatives.

Legitimate Purposes

We also process the personal information of your club secretary and club representatives in pursuit of our legitimate interests to:

- Provide your club with updates on the activity of SANACC and information that the SANACC Committee believe may be of interest to your club.
- Maintain a register of our members.
- Prepare lists of the competitors at each stage of each competition and to circulate the lists to club secretaries and club representatives. The competitor lists sent to each finalist in the National Championship displays the telephone number of each finalist.
- Post lists of entrants in competitions and the competition results on the SANACC website and competition facebook pages.
- Produce international team lists with the teams' personal details shared within the teams.
- Post on the SANACC website and on the IFFA website the names of the individuals in the international teams.
- Raise awareness of SANACC's activities by capturing photos, videos, or live streaming of events. We will use this for promotion and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.
- Maintain an accounting record of our financial transactions.

Legal Obligations

We are under a legal obligation to maintain a list of members to comply with the companies act.

Other Uses of Your Personal Information

We may ask if we can process your personal information for other purposes. Where we do so we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

Who We Share Your Personal Information With

- We may be required to share personal information with statutory or regulatory authorities such as the Health & Safety Executive in order to comply with statutory regulations.
- We may also share information with professional or legal advisors for the purpose of obtaining advice and with insurance agencies for the purpose of dealing with insurance matters.

Third Party Suppliers With Access to Member's Personal Data

In the event that we share personal information with external third parties, we only share such information strictly required for specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

- The Bank of Scotland process payment transactions securely on our behalf.
- The Lake of Menteith receive the phone numbers of the National Championship finalists to manage the practice days prior to the National Championship final.

How We Protect Your Personal Information

Your personal information is accessed by the SANACC secretary, treasurer, our competition secretaries and the international secretary only for the purposes set out above. It is stored in hard copy and in electronic records by the SANACC officials mentioned in filing cabinets and password protected documents.

How Long We Keep Your Personal Information

Personal information connected to your club's membership of SANACC is retained for ten years. The results of competitions and lists of competition participants are kept on a historic basis.

Your Rights

You have the right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe that it is inaccurate or incomplete.
- Access the personal data that we hold about you through a "subject access request".
- Request that we delete your personal information. There are some exceptions to your right to have your personal information erased.

Queries and requests regarding this notice or the data that we hold on you should be directed to info@sanacc.org.uk. If you are dissatisfied, you have the right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk