



**BOXING SCOTLAND LIMITED (BSL)
PRIVACY NOTICE
MEMBERS - 23 MAY 2018**

BSL: How We Manage Your Information

BSL is the sportsScotland- recognised national governing body for the Olympic sport of Boxing within Scotland and is affiliated to AIBA & the EUBC. BSL represents its growing individual membership, member clubs, coaches and hundreds of qualified, enthusiastic and committed volunteers delivering Boxing across Scotland.

What we need

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

When you register with BSL or renew your registration, we will ask you for the following personal information:

- Contact details: full name; postal address; email address; date of birth; contact telephone number(s);
- Registration criteria/category: Boxer, Coach, Official, Volunteer,
- Participation details: Boxing Club name; Boxing history, previous combat sport experience;
- Equality information: gender; ethnicity and disability.

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

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

For athletes on BSL performance development programmes and all other registered competitive boxers, we may 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; parental/guardian consent (U16); 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 registration & membership of BSL.

We will use our members' personal information:

- To set up your administer your annual BSL registration / membership;
- To provide you with core membership service information;
- To send you membership communications by post or email in relation to essential registration / membership services, including but not limited to annual renewals and general information.

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

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

For athletes on BSL 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, email or social media in relation to the activities of the performance development programme;
- To provide you with details relating to 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 Boxing by sending members' communications and booking information for upcoming competitions and events.
- 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 Boxing 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 Boxing by monitoring members' engagement and participation through attendance and inviting our members to participate in surveys for researching and development purposes;
- 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 Boxing for athletes on our performance development programme by organising and managing entries and travel logistics for competitions organised by other Boxing 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 allegations in relation to BSL. 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: enquiries@boxingscotland.org. 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 Boxing 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.

BSL engages and/or works with third party suppliers to provide services, including: provision of our online membership database; provision of information and communication technology (ICT) systems; delivery of BSL of national championships & tournaments; delivery of coach and volunteer, official education courses / programmes & Medical Commission Doctors for boxer health, safety and welfare purposes.

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.

We publish the results of competitions on our website and BSL social media channels. This can include 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 paper and/or electronically and our server based in the United Kingdom (UK) and is only accessed by select staff for the purposes set out above.

On occasion, we may be required to transfer your personal information out with the European Economic Area (EEA) for the following purposes: to enter athletes into (non EEA based) competitions and/or training camps; and to book travel arrangements for (non EEA based) competitions and/or training camps.

Where your personal information is transferred out with the EEA, 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 BSL and for how long. This will extend to your: name; date of birth; grade; date of last registration; boxing record and date of last membership renewal.

Your rights

You can exercise any of the following rights by writing to us at enquiries@boxingcotland.org or by calling the office on 0845 241 7016

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 BSL 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.