

# Cheer Sport Scotland Limited

## Privacy Notice for SportCheer Scotland Members

### Introduction

We are committed to respecting your privacy. This Privacy Notice explains in detail the types of personal data we may collect before, during and after your membership with us. It also explains how we will store and handle that data, and how we keep it safe. This notice explains how we comply with the law on data protection and what your rights are.

References to “we”, “our” or “us” in this privacy notice are to Cheer Sport Scotland Limited (company number SC12456), registered at Centre 81, 2-6 Braes Avenue, Whitecrook, Clydebank G81 1DP.

### What we do:

Cheer Sport Scotland Limited (SportCheer Scotland) is the National Governing Body for Cheer and Performance Cheer in Scotland. A company limited by guarantee (established 2018), SportCheer Scotland is affiliated to International Cheer Union (ICU) and European Cheer Union (ECU).

We are in practice an organisation made up of our member clubs. There are approximately 60 Cheer and Performance Cheer clubs across Scotland – offering opportunities for people of all ages to try out, train, embrace and compete in the various disciplines of athletics – and at all levels from recreational to World and European Championships. As an organisation, our structure and business is to a large degree controlled by the statutes.

### What we need:

SportCheer Scotland will be a “controller” of your personal information provided to us.

When you register as an individual, parent/guardian coach, programme owner, judge or official with SportCheer Scotland (including if you are registering on behalf of a child under the age of 18), we may ask you for the following personal information:

- Contact details– name, address, organisation, email address, phone numbers, and
- membership number; and
- payment details – card details.

### Why we need your personal information – legitimate purposes

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

- provide you with core member services, including insurance and licensing;
- 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.

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 – legal obligations

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our volunteers are able to undertake paid or unpaid regulated work with children and young adults. As an intermediary body within the scheme we are enrolled with Volunteer Scotland Disclosure Services (VSDS), representing our affiliated clubs and groups, who are secondary organisations under the scheme, and manage the disclosure process and decisions relevant to the disclosure process for them;
- 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;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

### 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 we take, or are taken on our behalf, we may share this with event or official project partners, including but not limited to Team Scotland, International Cheer Union (ICU) and European Cheer Union (ECU), for promotional and/or journalistic purposes. We may also use such images and videos across the SportCheer Scotland media

channels and social media platforms, including but not limited to our websites, our You Tube channel, Facebook page and Twitter feed as well as Instagram and Snapchat.

We may also share your information with the likes of International Cheer Union (ICU) and European Cheer Union (ECU) for the purposes of award nominations and selection.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations, such as assisting with the investigation and prevention of crime and the protection of national security. Organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable adults, local authorities, such as social work, education (including named persons).

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

SportCheer Scotland employs third party suppliers to provide services, for example, payment processors, promotional advisors, contractors or suppliers and IT services (including, websites and web portal platforms and video). 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 accordance with existing legislation on data protection. 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. If we stop using their services, any personal data held by them will be deleted.

We may also be required to share personal information relating to 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. Other parties with whom we may share athletes’ health information are Team Scotland, International Cheer Union (ICU) and European Cheer Union (ECU for the purpose of providing information on an athletes’ fitness. Specific funding organisations may also be passed information for processing grant applications, such as Big Lottery Fund.

### **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the EU, and is accessed by our staff and volunteers for the purposes set out above.

We are required to transfer your personal information outside the EU for the purposes of entering competitions, booking travel arrangements for training camps and competitions.

### **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with SportCheer Scotland 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 SportCheer Scotland 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 SportCheer Scotland.

We will retain information on your qualifications indefinitely to prove your level of qualification.

### **Your rights**

You can exercise any of the following rights by writing to us at Ethics Committee, SportCheer Scotland, Centre 81, 2-6 Braes Avenues, Whitecrook, Clydebank G81 1DP or [ethics@sportcheerscot.org.uk](mailto:ethics@sportcheerscot.org.uk)

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 SportCheer Scotland 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)