



GENERAL DATA PROTECTION REGULATIONS

Introduction

Gala Rugby is a Club registered by the SRU and a charity registered by OSCR, charity number SCO48031, and a Scottish Charitable Incorporated Organisation (SCIO).

New Regulations protecting your personal data, and setting down new data protection rights, take effect from 25th May 2018. These are the General Data Protection Regulations (GDPR) and this Notice summarises the key matters for you, as a member of the Club.

Gala Rugby will be a “controller” of the personal information that you provide to us when you register as a member of Gala Rugby 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:

- Name, Address, Email address, Telephone number(s) and Date of Birth.
- Membership category – eg Full, Pensioner, Family etc.
- Payment details – bank account number, sort code, card details
- Participation details – for example member, player etc

Use of your Personal Information

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

- Provide you with core member services, including voting
- Set up your membership account
- Send you membership communications [by post or email] in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees’ information.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide you with the information you require.

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

- Promote and encourage participation in rugby union by sending members’ communications and booking information for upcoming competitions and events, although this is mostly achieved through our website and social media channels. This may require us to share information with our governing body, the SRU in respect of international tickets, for example. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we may use for promotional, education or development purposes.

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 on info@galarfc.com . 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.

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences if you are undertaking coaching of young children or vulnerable groups and 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.

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In addition to our legal obligation to process certain personal information relating to our members under the Protection of Vulnerable Groups legislation we also have further legal obligations to share personal information under the following legislation:

- The Charities and Trustee Investment (Scotland) Act 2005 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 Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. In the event that we are required to 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.

Data Security

Your personal data is held and maintained by our Membership Secretary in a secure and encrypted electronic file and will only be available for the uses outlined above.

Some limited data may be held as hard copy in a secure location with restricted access.

Keeping of Records

On resignation from the Club your personal data records will normally be retained by the Club for up to 3 years, or longer in the event of legal actions against the Club, or in the event that the Member has outstanding subscriptions when leaving.