

DALZIEL RUGBY FOOTBALL CLUB PRIVACY NOTICE

STATEMENT ABOUT YOUR PERSONAL DATA

The Rugby Club is required to process the personal information of players, coaches and volunteers in order to manage club activities during the COVID Pandemic, following the Scottish Government's *Route Map out of Lockdown*. This statement explains how your personal information (data) will be processed while involved in these activities. This statement applies to all players, coaches and volunteers.

USING YOUR PERSONAL INFORMATION

Identity of controller	Dalziel Rugby Football Club (Covid Coordinator)
Purpose for collection/processing	Dalziel Rugby Football Club processes personal data for the purpose of assisting Players, Coaches, and Volunteers to be involved in club activities (playing, coaching, providing catering and hospitality). During the COVID pandemic, DRFC are obliged to do this to meet the SRU's requirements for returning to Rugby. Where a participant in an activity tests positive for COVID, NHS Track and Trace will be informed of their details, and the details of others who attended club activities at the same time.
Legal basis	<p>Article 6(1) of the General Data Protection Regulation provides the legal basis for using personal information. Relevant sections to this processing are:</p> <p>Article 6(1)(a) the Data Subject has given consent for their personal data to be processed</p> <p>Article 6(1)(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person</p> <p>Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller</p>

Whose information is being collected/processed	Players, Coaches, and Volunteers involved in playing, coaching, providing catering and hospitality, with Dalziel Rugby Football Club.
What information is being collected	Your role, your name, Telephone number, and email address. Information specific to your attendance at club premises in your capacity as a player, coach and/or volunteer at Dalziel Rugby Football Club. This is required prior to you being permitted to undertake club activities, such as, playing, coaching, providing catering and hospitality.
How is the information collected	Information is provided directly from individuals via Google online booking forms. Some additional information collected by email.
Who is the information shared with outside the Organisation	Your information may be shared with NHS Track and Trace, only in the specific instance of a positive COVID case being reported relating to an individual who has been in a Club setting, at a time which coincides with your own attendance. This is a requirement of our participation in rugby, and mandated by the Scottish Rugby Union (SRU). The online booking system is provided and hosted by third party suppliers.
How is the information kept securely	Information is kept securely on Club equipment in line with Club information security and data protection policies.
How is the information kept up to date	You should inform us of any changes to your information so that we can keep your data up to date.
How long is the information kept	The information will be retained for a maximum of 5 years. It is our intention to remove the data after the Scottish Rugby Union deems that it is no longer required.
Will the information be used for any automated decision making	No.
Is the information transferred outside the European Union?	No
Your rights	You have certain rights including to request access to, to change, to delete and to ask us to stop using it.
Data protection officer	Enquiries relating to data protection should be made to Willie Davidson

Further information	<p>Further information on Google Cloud and their data retention and protection standards can be accessed here https://cloud.google.com/security/gdpr</p> <p>Scottish Rugby Union <i>Return to Rugby Guidelines For Clubs And Schools</i> gives more in-depth information on Rugby's route out of lockdown https://www.scottishrugby.org/news/return-to-rugby-stage-3</p>
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