



Irvine Rugby Football Club

Membership (GDPR) Privacy Notice



Version control

Date	Changes	Changes Made by
23.07.2020	New privacy policy written.	Victoria Frater
07.05.2023	Irvine Logo update. Added GDPR to title. Added version control. Added payment method directly to the club.	Victoria Frater



What we need

Irvine Rugby Football Club (IRFC) will be a “controller” of the personal information that you provide to us in your membership form unless otherwise stated.

When you register as a member of Irvine Rugby Football Club (IRFC) or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, telephone number, mobile number and email address
- Membership Categories (Annual or Monthly)
 - Adult Playing Membership (with or without gym)
 - Retired Membership
 - Mini/Junior Members (under 18 years old)
- Payment options –
 - Monthly or annually via standing order or bill payment to Irvine Rugby Football Club
 - Monthly or annually via direct debit through the Irvine Community Sports Club, please refer to their privacy policy to how they manage your data.
- For Full playing members, we also ask for an emergency contact and emergency contact telephone number, medical conditions, and family doctors' details. This information is required in case of an emergency, the club committee members, and coaches will have access to this information, at training and match days.
- For Mini/Junior members in addition to the above additional information for full playing memberships we will ask for the name of the school and the school year
- PVG membership, will be required for all coaches.

Why we need your personal information – contractual 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 a player's access to competition and insurance, voting and for all members licensing, and PVG checks
- all paper memberships forms will be entered into a computer database and the paper copies destroyed
- 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 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. For full player membership this also includes not making membership payments which will mean we will be unable to provide you with the opportunity to play for Irvine Rugby Football Club.

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 Irvine Rugby Football by sending members' communications and booking information for upcoming competitions and events. 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 use for promotional, education and development purposes;
- provide competition in Rugby Football by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category
- develop and maintain our members' qualifications, including sending email communication to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG/Child protection requirements; and
- invite our members as award winners or guests to our annual awards dinner / ceremony, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our members' qualifications (where required), including sending email communications to members to inform you of upcoming courses,



renewal requirements and verify that you have completed mandatory training and PVG / child protection requirements

- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Irvine Rugby Football Club. The clubs' management board will use your personal information to investigate your complaint, suspend membership and 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 on info@irvinerugbyclub.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.

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 coaches and volunteers are able to undertake regulated work with children and vulnerable adults;

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 on the Irvine Rugby Football Facebook Pages including Senior/Ladies and Youth Pages and Irvine Rugby Football Website 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.



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

As an affiliated club of Scottish Rugby, we are required to ensure that all are members are members of Scottish Rugby as a condition of affiliation. We will share personal data with Scottish Rugby through Scottish Rugby's Registration System (SCRUMS), who will become a controller of your personal information when they receive it. Scottish Rugby's privacy notice explains how they use your personal information and can be accessed here <http://www.scottishrugby.org/domestic-rugby/privacy-policy>

How we protect your personal information

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

All paper membership forms will be destroyed confidentially once the information has been transferred to our electronic filing system.

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 record the president and captain of the first 15 team for the lifetime of the club as this is deemed as information which has historical importance.

Your rights

You can exercise any of the following rights by writing to us at info@irvinerugbyclub.com

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 Irvine Rugby Football Club 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