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Privacy Notice for Volunteers

Spartans Community Football Academy is a social enterprise and registered charity.

Spartans Community Football Academy is a social enterprise and registered charity (Charity Number SC037598, company number: SC306958).

Our registered address is:
Ainslie Park
94 Pilton Drive
Edinburgh
EH5 2HF

Spartans Community Football Academy will be a “controller” of the personal information that you provide to us in this form.

When you volunteer with Spartans Community Football Academy we will ask you for the following personal information:

- Contact details: name, address, email address, date of birth, phone number; permission to contact you; permission to use your image in photos and videos
- Emergency contact details: name, address, email address, phone number
- PVG scheme membership (where appropriate)
- Permission to contact you for marketing purposes

Why we need your personal information: legitimate purposes

We may need 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.

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@spartanscfa.com. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information: legal obligations

We are under a legal obligation to process certain personal information relating to our volunteers 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 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. For example to access CPD opportunities or keep you up to date with what's going on at The Academy. 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 we may share this with your consent on our social media channels and/or for promotional/ journalistic purposes.

We may share relevant information third party bodies such as the SFA for the purposes of CPD registration (such as training courses). Such organisations will become controllers of your personal

information when they receive it. These organisations will have their own privacy notices.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with our statutory obligations. Such organisations include 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.

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.

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 for the purposes set out above.

How long we keep your personal information

Volunteers

We will only keep your personal information for as long as you are registered as a volunteer with us.

Volunteer information records	Seven years after volunteer leaves in line with supporter records
Volunteer accident/incident records	Three years as per statutory retention period

Your rights

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



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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 the Spartans Community Football Academy 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 <http://www.ico.org.uk>