

Scottish Borders Disability Sports Group is a charitable voluntary organisation, with the purpose; to encourage and promote the development of sport and physical recreation among people with physical, sensory, learning or complex disabilities. The Scottish Borders Disability Sports Group is affiliated to Scottish Disability Sport, Live Borders and ClubSport Borders.

What we need

Scottish Borders Disability Sport Group has a partnership agreement with Live Borders. Within this agreement, Scottish Borders Disability Sport Group will be the “controller” of the personal information that you provide to us and Live Borders will act as a “processor”.

When you register for events, courses, workshops or other opportunities (such as volunteering or registering as a member) with Scottish Borders Disability Sports Group, we will ask you for the following personal information:

- Contact details including name, address, telephone number, email address and date of birth.
- Details of your role in sport, e.g. coach, athlete, volunteer, official, teacher, support staff or parent/carer;
- Equality information including age, disability, medical conditions, employment status, ethnical group, religious belief, gender identity;
- Other personal information may include, PVG membership number, membership of sport club or organisation.

Why we need your personal information

Contractual purposes

We need to collect personal information in order to manage attendance and participation. We will use this information to:

- Provide you with services and send you communications mainly by email or post in relation to sporting activities or events, training and workshop opportunities;
- Administer your attendance at events, sporting activities, workshops and training courses;
- Process awards and qualifications;
- Send you communications in relation to additional opportunities or information we think may interest you. This may include, committee and AGM meeting notices, award nominations/events, membership information or para sport development experiences.

If you do not provide all of the personal information we request, then this may affect our ability to offer you services and benefits.

Legitimate purposes

We also process personal information in order to:

- Promote and encourage participation in disability sport by sending communications about forthcoming opportunities. Our events may be photographed or filmed and information captured in this way may be used for promotional and education purposes. You will always be given the option to refuse this;

- Provide opportunities and competition in disability sport by managing entries for events and checking your personal information to ensure you are participating at an appropriate level;
- Monitor and develop participation in disability sport by monitoring engagement and participation and, on occasion, inviting participants to take part in surveys for research and development purposes;
- Develop and maintain qualifications and awards, including sending communications to inform you of forthcoming courses, renewal requirements and to verify that you have completed any mandatory training requirements;
- Respond to and communicate with participants regarding questions, comments, support needs or complaints in relation to disability sport.

Where we process your personal information, you have the right to object to us using your personal information for these purposes. If you wish to object to any of these, please contact Scottish Borders Disability Sports Group on 01750 700 110, email aoliver@liveborders.org.uk or write to us at St Mary's Mill, Level Crossing Road, Selkirk. TD7 5EW:

Legal obligations

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

- 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;
- Our sportscotland regulatory requirements to report on size, achievements and profile;
- Our Live Borders regulatory requirements to report on size, achievements and profile;
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Equality monitoring requirements

We are required by Live Borders and Scottish Disability Sport or sportscotland to use personal information relating to equality for monitoring purposes.

We will process such personal information through aggregated and anonymised reports to identify and keep under review equality of opportunity or treatment of groups of people, to promote or maintain equality within disability sport.

Other uses of personal information

We may ask you if we can process your personal information for additional purposes. If so, we will provide you with additional information on how we will use your information.

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 with LIVE Borders, Scottish Disability Sport, ClubSport Borders or additional partners or sporting governing Bodies for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory organisations, such as Disclosure Scotland, Police Scotland and Scottish Borders Council for the purposes of safeguarding children and vulnerable adults.



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

Scottish Borders Disability Sports Group works in partnership with LIVE Borders to employ a Disability Sports Development Officer to provide operational services, activity support and administer the disability sport contact database on our behalf.

LIVE Borders 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, to process and to abide by the restrictions of existing legislation on data protection.

Where we do share personal information with external third parties, we will only share the personal information strictly required for the specific purposes and will take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How long we keep your personal information

We will only keep your personal information for as long as necessary or for as long as we believe you to maintain an interest in disability sport.

We will keep certain personal information for longer in order to confirm your identify.

Your rights

You can exercise any of the following rights by contacting Scottish Borders Disability Sports Group on 01750 700 110, email aoliver@liveborders.org.uk or write to us at St Mary's Mill, Level Crossing Road, Selkirk. TD7 5EW:

- The right to request access to the personal information we hold about you by making a “subject access request”;
- The right to have personal information corrected or completed;
- The right to request that we restrict the processing of your personal information for specific purposes;
- The right to request us to delete your personal information.

Any requests received by Scottish Borders Disability Sports Group will be considered under 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.