

## Privacy Policy

### 1. About this policy

This policy explains when and why CPISRA (“we”) collect personal information, how we use it, how we keep it secure and your rights in relation to it.

All of your personal information will be treated in accordance with the terms of the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018. This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure.

We reserve the right to amend this Privacy Policy from time to time without notice, amendments will not be made retrospectively.

If you have any questions regarding this policy then please contact us by emailing [info@cpisra.org](mailto:info@cpisra.org), or writing to CPISRA, Suite 102, Fullarton House, 4 Fullerton Street, Ayr, KA7 1UP, Scotland, United Kingdom.

### 2. Why we process your information

#### A. CPISRA will collect data that you have given to us for the purposes of our legitimate interest in:

- Managing Membership of CPISRA
- Administrating and Managing entry to events organised or endorsed by CPISRA, this may require data to be shared with Organising Committees / Organisations for events in which you have entered
- Managing Volunteers or Employees
- Managing enquiries to us, either from an individual or from an organisation

#### B. If you have given us consent then we will use your personal data for the reason that you have indicated such as:

- Managing email distribution lists
- Survey participation
- Athlete, Volunteer, Member, Organisation or Research profiles

We are the controllers of data that you give to us via online or offline forms.

### 3. What information we process

CPISRA may use your personal information, such as your name and contact details, if you choose to supply it, to perform the services that you have requested.

### 4. Access to and disclosure of your information

We do not sell or rent your data to third parties, or share with third parties for marketing purposes.

We will only share data with other organisations where:

- we have legitimate interest or your consent to do so
- are required to do so under a statutory or regulatory requirement
- or are permitted to do so under the Act

We will put in place technical and organisational measures necessary to ensure the security of your information.

Our website may be viewed from outside the EU where it is not subject to the Act.

#### 5. Retention

We are legally required to hold some types of information to fulfil our statutory obligations (for example employee data). We will hold your personal information on our systems for as long as is necessary for the relevant purpose.

#### 6. Your rights

You have the right to request access to, copies of and rectification or erasure of personal data that we hold and to object to processing. If you would like to receive a copy of your information then contact us by emailing [info@cpisra.org](mailto:info@cpisra.org), or writing to CPISRA, Suite 102, Fullarton House, 4 Fullerton Street, Ayr, KA7 1UP, Scotland, United Kingdom.

If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. If you contact us to withdraw consent we will explain the consequences of doing so in any particular case.

#### 7. Profiling or automated decision making

We do not use any automated decision making processes.

#### 8. Children

If you are aged 18 or under, we request that you get your parent/guardian's permission whenever you provide personal details to CPISRA.

#### 9. External Links

You may find links to third parties or other web sites within [www.cpisra.org](http://www.cpisra.org). CPISRA does not control the content of these links and they will not necessarily represent the views or opinions of CPISRA. CPISRA cannot accept any responsibility for the content of such links. Please adhere to the privacy policy of the external web site if they have one.

#### 10. Further Information

Further details on the GDPR can be found at [www.ico.gov.uk](http://www.ico.gov.uk) (Information Commissioner).

If you have any issues with how we processed your data, then please contact us in the first instance. If you are not satisfied with our response then you have the right to lodge a complaint with the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England, United Kingdom.