

Privacy Notice- UWS Sports Teams, Individual Athletes and Sports Facility Membership

The University is committed to looking after any information that you make available to us when you visit our website. We aim to be clear about what we will do with your data. This privacy notice explains when and why we collect personal information about you and how we will use this information. It also explains how we keep your information secure as well as the rights you have in relation to the information we hold about you.

The headings below set out the main information we need to give to you. You can click on each heading to find out more detailed information.

The privacy notice will be regularly reviewed to make sure it contains the most up-to-date information. You should check our website to review a copy of our most recent privacy notice. If we make any significant changes to our privacy notice we will contact you to let you know.

This privacy notice relates to how we use the information you provide when you make a request to join one of the University sports teams or facilities such as our gym.

If you have any questions about any of the information contained in this privacy notice then you can contact us on dataprotection@uws.ac.uk

Who are we?

The University of the West of Scotland (referred to in this Privacy Notice as the “University”, “we”, “our” or “us”) is the Data Controller under the data protection legislation. This privacy Notice sets out how we process personal data about visitors to our website (referred to in this Privacy Notice as “you” or “your”).

What type of information do we collect about you from our website?

We collect information about you when you provide us with your personal details (such as your name, contact details, email address, etc.) when you make a request to join one of the University sports teams, facilities such as our gym, activities such as fitness or recreational classes or apply to programmes such as our Sport Scholarship scheme.

What are the sources of the information we hold about you?

The personal data which we hold about you is will be the information provided directly by you when you contact us with your query or request.

How will we use your information?

We will use the information we hold about you to administer your request to join a sports club as a participant and/or committee member, become a member of one of our sports facilities or become a Sport Scholarship student. We will also use it to respond to any queries you have raised with us or to provide you with information that you have requested that we send you.

If you make a general enquiry we will only send you the information you have requested and will not use your details for any further direct marketing purposes unless you have given your consent for us to do this.

Why do we need to process your personal data?

We may process your personal data for a number of reasons. Primarily this is because it is necessary for the performance of a contract with you or in order to take steps at your request prior to entering in to a contract. For example:

- To enter you into an event or competition
- To administer our sports club and activity programmes
- To recognise you as a member of our facility, allowing you access and for processing payment
- To consider your application for programmes such as sport scholarship, and positions such as club committees

It may also be because you have consented to this, for example, so that we can send you details about events we are holding that may be of interest to you. If we wish to use your image for promotional materials we will always ask your consent before we do this.

There may be times that we process your information because it is necessary for the purposes of our legitimate interests. For example:

- To promote and develop sport at the University and beyond through community links and partnerships;
- To administer our competitive teams (including fixtures), recreational programmes and other activities across UWS;
- To inform you of upcoming events, fixtures or activities relating to your team/membership;
- To monitor engagement in sport across UWS;
- To develop and maintain our volunteers' and officials' skills and qualifications;

We will not process your data for the legitimate interests of any third parties.

How long will we keep your information for?

We will retain your data for as long as it is needed to administer your membership or to respond to your enquiry. In some cases we will keep limited records relating to students who have been club members, sports scholars and committee members for longer so that we can use this to make reference to our alumni achievements and to let you know about opportunities that may be of interest in relation to your past involvement. If you do not want us to do this you can let us know by e-mailing sportenquiry@uws.ac.uk

Who has access to your information and who will we share your information with?

Authorised personnel within the University will be able to access the information you provide to us. Your personal data will be shared with the following third parties:-

- British University and Colleges Sport (BUCS)
- Scottish Student Sport (SSS)
- National Governing Bodies (NGB's) or individual sport

Our sports facility membership database is hosted by an external supplier called Gladstone MRM Limited and more information about this is given later on in this privacy notice.

No information will be passed to third party organisations for them to contact you directly themselves.

What choices do you have in relation to your information?

Under the legislation you have certain rights in relation to the information we hold about you:

- To obtain access to, and copies of personal data we hold about you;
- To require us to stop processing your personal data if the processing is causing you damage or distress;
- To require us to stop sending you marketing communications;
- To require us to correct any personal data we hold about you that is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities;
- To withdraw your consent to our data processing activities (without affecting the lawfulness of our processing before you withdrew your consent);
- To receive the personal data that we hold about you, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another controller, but only if you provided this information to us by automated means;
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Many of the rights above are not absolute so there may be times when you make a request to us and we are unable to meet it in full but if this is the case we will explain to you fully why we have not been able to do what you have asked. You should also be aware that where our processing of your information relies on your consent and you then decide to withdraw that consent then we may not be able to provide all or some aspects of our services to you.

More detailed information about the rights you have any how you can make a request can be found [here](#)

How will we keep your information safe?

We employ industry-standard security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage.

Information transmission over the internet can never be guaranteed to be completely secure and although the University will endeavour to protect your personal data we cannot guarantee the security of your personal data transmitted to our website. Any such transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to prevent unauthorised/unlawful access and disclosure.

We have a contract in place with the third party provider of our sports facility membership database to make sure that they keep any information they process on our behalf safe and secure.

Will we transfer your information outside of the EEA?

The information we store and process stays within the UK.

Who is the University's Data Protection Officer?

The University Solicitor is the UWS Data Protection Officer. If you have any concerns about how we handle your personal data then you can contact the Data Protection Officer directly by e-mail dataprotection@uws.ac.uk or by post at Data Protection Officer, University of the West of Scotland, Legal Services, High Street, Paisley, PA1 2BE

How can I complain about your use of my information?

If you remain unhappy then you have a right to complain to the Information Commissioners Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
e-mail: casework@ico.ork.uk and telephone 0303 123 1113