



SCOTTISH
WRESTLING

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Company Nr. SC548142
Scottish Wrestling

Adopted on: 04/02/2016

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SW Data Protection Policy

If you require this document in other formats please contact us at: mail@wrestling.scot

General Principles

Scottish Wrestling (SW) is committed to safeguarding the privacy of your information. By 'your information' we mean any information about you (our staff and members), which you or third parties provide to us. SW's Privacy Principles outline our commitment to the secure and responsible handling of information about our members and is committed to processing data in accordance with its responsibilities under the Data Protection Act 1998 (DPA) and wider GDPR regulations (as of May 2018).

The Privacy Principles, set out below, explain how your information will be treated by SW. This policy does not form part of any employee's contract of employment and we may amend it at any time.

Privacy Principles

"Personal data" means recorded information we hold about you from which you can be identified. It may include contact details, other personal information, photographs, expressions of opinion about you or indications as to our intentions about you. "Processing" means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way.

- We will only collect and use your information where we have lawful grounds and legitimate business reasons to do so;
- We will be transparent in our dealings with you and about how we will collect and use your information;
- If we have collected your information for a particular purpose we will not use it for anything else unless you have been informed and, where relevant, your permission obtained;
- We will not sell your details to any third parties;
- We will not ask for more information than we need;
- We will update our records when you inform us that your details have changed;
- We will implement and adhere to information retention policies relating to your information and will ensure that your information is securely disposed of at the end of the appropriate retention period;
- We will observe the rights granted to you under applicable privacy and data protection laws and will ensure that queries relating to privacy issues are promptly and transparently dealt with;
- We will train our staff on their privacy obligations;

- We will ensure, to the best of our ability, we have appropriate physical and technological security measures to protect your information regardless of where it is held.

You are not required to provide any personal information on the public areas of the Scottish Wrestling website. However, you may choose to do so by completing the forms on the various pages of the site. We will only use the information you provide to us on these pages in order to process the relevant forms. There is a set of website Terms and Conditions available from SW's website.

If you are a member of SW you will have been advised as to how we collect and use your information.

We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. **Please notify us if your personal details change or if you become aware of any inaccuracies in the personal data we hold about you.**

We will not keep your personal data for longer than is necessary for the purpose. This means that data will be destroyed or erased from our systems when it is no longer required.

Processing in Line With Your Rights

You have the right to:

- Request access to any personal data we hold about you.
- Prevent the processing of your data for direct-marketing purposes.
- Ask to have inaccurate data held about you amended.
- Prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else.
- Object to any decision that significantly affects you being taken solely by a computer or other automated process.

If you have any concerns about SW Data Protection and Privacy please contact us in writing at: Caledonia House, South Gyle, Edinburgh, EH12 or via email at: mail@wrestling.scot