



## **Forth Valley Disability Sport**

### **Privacy Notice & Data Protection**

Forth Valley Disability Sport (FVDS) is committed to ensuring the safety and protection of any personal data collected. Personal data refers to any data which can identify an individual and for FVDS purposes usually includes name, email address, telephone number and in certain circumstances gender, date of birth and ethnicity.

#### **The Data Protection Act 1998**

The Act came into force on 1 March 2000. It set rules for processing personal information and applies to structured paper records as well as data held on computers. With the introduction of the Freedom of Information (Scotland) Act 2002 on 1 January 2005, the provisions of the Data Protection Act 1998 now apply to all records, including those structured other than by reference to the data subject, and completely unstructured files.

FVDS is a privacy conscious organisation and is strongly committed to the right to privacy. The Data Protection Act states that those who record and process personal information must be open about how the information is used and must follow the eight principles of 'good information handling'. That is why FVDS has drafted a Privacy and Data Protection Statement, which follows guidelines set out in the Data Protection Act 1998. FVDS will ensure that data is:

- Used fairly and lawful
- Used for legitimate reason
- Adequate and relevant to the reason it is collected
- Accurate and up to date where possible
- Kept for no longer than require
- Processed in accordance with your rights under the Data Protection Act 1998
- Kept securely
- Transferred internationally only where appropriate with adequate security and protection.

FVDS is registered as a Data Controller with the Information Commissioner and by law, data controllers have to keep to these principles. If you believe in any way that

FVDS is not processing your personal data in accordance with these principles, please contact FVDS Chair Person, Angus Whyte at [a.whyte39@me.com](mailto:a.whyte39@me.com)

or on 01786 466486.

### **Purposes for Collecting Personal Data**

All personally identifiable information provided to SDS is processed in accordance with the principles of the Data Protection Act 1998. SDS collects personal data for:

- Entry to FVDS events, programmes, squads or courses
- Monitoring the delivery of FVDS programmes and resource
- Research, development and evaluation of FVDS programmes and resource
- Through a recruitment application form
- Through an application for grant funding
- Communication regarding FVDS work
- Marketing of FVDS programmes, resources and registration schemes
- Human resources and employment
- Acceptance for inclusion on a mailing list or database
- As a result of interaction with FVDS (e.g. by entering into email or telephone correspondence with an employee of FVDS)

Individuals providing personal data do so on the understanding that they are aware of these intended purposes.

Individuals have the right to access the personal data FVDS holds on them and correct it if inaccurate. If you would like to receive a copy of this data (for which we may charge a small fee) please provide a written request evidencing who you are and the information you wish to access to [info@fvds.org.uk](mailto:info@fvds.org.uk).

### **Passing personal data onto third parties**

It is FVDS policy to only disclose information to third parties if explicitly required to do so by relevant legislation.

FVDS will obtain your consent before passing on any information to any third parties other than those involved in the co-ordination of FVDS programmes.

FVDS does not collect or compile personally identifying information for dissemination or sale to external parties for marketing purposes or host mailings on behalf of third parties.

June 2020