



PRIVACY POLICY

The Scottish Petanque Association ('the Association', 'we', 'us', 'our') is committed to protecting your privacy. This privacy policy sets out how the Association uses and protects any information that you give us. Should we ask you to provide information which enables you to be identified, you can be assured that it will only be used in accordance with this privacy policy.

We urge you to read the following carefully to ensure that you understand how we will treat such data.

Information we may collect from you

By interacting with the Association, we may collect and process the following data about you:

- Information that you provide by filling in forms, either in paper format or online, as we may request from time to time to administer your membership, club affiliation, entry to competitions, application for an International Petanque Licence or other purposes for which you will be informed.
- If you contact us by email, letter or other means, we may keep a record of that correspondence.
- We may ask you to complete surveys that we use for research purposes.

Website

If you visit our website www.scottishpetanque.org, we may collect information about your computer, your IP address, operating system and browser type. This may be used by our suppliers to provide us with statistical data about our visitors' browsing actions and patterns, and *does not identify an individual*.

This anonymous data is only used to track how many visitors we receive to our website and where they have been referred to us from, for example a web search, a social media site or a link on another website. We do not share this information.

Certain parts of our website may contain links to other websites which have information of interest. However, once you have used these links and left our site, you should note that we do not have any control over that other website. Therefore, we cannot be held responsible for the protection and privacy of any information which you provide whilst visiting such sites. You should exercise caution and look at the privacy statement applicable to the website in question.



Where we store your personal data

Data in electronic form may be transferred to, and stored at, a destination outside the European Economic Area (EEA). It may also be processed by staff working outside the EEA who works for one of our suppliers. Such staff may be involved in, for example, the provision of support services necessary for our functions.

By submitting your personal data you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All of the personal information you provide to us is stored on either:

- Encrypted, secure servers.
- Computer or portable device hard drives that are password protected, or protected by some other secure means.
- In the case of paper files, in lockable premises when not in transit. Data in paper format is kept to a bare minimum and converted to electronic media (scanned) or destroyed (shredded) when practical.

Where you have chosen a password to access certain systems we use to gather your data, you are responsible for keeping your password(s) confidential.

Unfortunately, the transmission of information via the internet is not completely secure and we cannot guarantee the security of any data transmitted to us in this way. You therefore transmit data to us at your own risk and you should ensure you use appropriate anti-virus and anti-malware software on your computer or device.

We do not store financial details.

Your data will not be stored for longer than necessary.

Using your information

We may use the information held about you in the following ways:

- To maintain our organisational records and databases.



- To administer your membership of the Association, your participation in events and competitions, to provide you with an International Petanque Licence and to communicate with you about these matters.
- To gather anonymous information and statistics about our membership.
- To conduct surveys.

From time to time we may also send you information about activities or services that we feel may be of interest to you, including open competitions, news or other matters that are not necessarily related to your membership. We will only send you this information if you (or a parent or guardian in the case of a minor) give us your consent to do so and you can ask us to stop sending you this information at any time by emailing membership@scottishpetanque.org or by changing your own preferences in the Licence Database if you have an International Petanque Licence.

From time to time we may publish photographs of you anonymously on our website, social media or in newsletters or newspaper articles for publicity and marketing purposes. This may include large group photographs or general photographs of you playing petanque or attending one of our events. You can ask us not to use anonymous photographs of you (or your child in the case of a minor) in this way at any time by emailing membership@scottishpetanque.org

Using your biometric information

If your photograph and name are published online or in print in such a way that they could be used to identify you, this is known as 'biometric' data. We will only publish your information in this way with your consent (or the consent of parents or guardians in the case of a minor). You can withdraw your consent at any time by emailing membership@scottishpetanque.org or by changing your own preferences in the Licence Database if you have an International Petanque Licence.

Sharing your information

We may disclose your information to the following third parties:

- Other petanque Federations, Confederations or Governing Bodies, in respect of your participation in competitions (for example to register entry) or as a result of disciplinary action.
- Any party if we are required to do so under any legal obligation.

We will not disclose more information than necessary. If we need to share your data for any other reason, we will only do so with your consent.



Access to information

You may request details of personal information which we hold about you.

Deleting your information

You may ask us to remove your personal data from our database at any time. This would involve permanent removal of your membership record and anonymising your data in lists.

Changes to this policy

The Scottish Petanque Association may change this policy from time to time. You should check our website from time to time and ensure you understand any changes.

Contact

Should you have any comments or questions, please email membership@scottishpetanque.org