

# Scottish Pétanque Association



## Privacy Policy

The Scottish Pétanque Association (SPA) is committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, store, retain, and protect personal information in accordance with UK data protection law.

We encourage you to read this document carefully. By interacting with SPA, whether as a member, official, volunteer, club representative, or event participant, you acknowledge the practices described in this policy.

### 1. Information We May Collect

SPA may collect and process personal data including:

- **Contact details:** name, address, telephone number, email address
- **Demographic data:** date of birth and gender (to support age- and gender-based activities)
- **Membership and club affiliation details**
- **Competition participation, rankings, and results**
- **Communications with SPA** (e.g. email correspondence)
- **Survey responses** (where participation is voluntary)
- **Emergency contact details** (for safeguarding, travel, or duty-of-care purposes)
- **Medical or allergy information** (only where strictly necessary for international or representative events and with explicit consent)

SPA may also collect anonymised website usage data where you visit our website.

### 2. How We Use Your Information

SPA uses personal data for the following purposes:

- To administer membership and club affiliations
- To register competition entries and manage results
- To issue International Pétanque Licences
- To maintain accurate internal records and contact databases

- To respond to enquiries, concerns, or complaints
- To promote the sport of pétanque (e.g. newsletters, reports, or published results)

With your consent, SPA may send you news or promotional updates about SPA activities, events, and services. You may opt out at any time by contacting [membership@scottishpetanque.org](mailto:membership@scottishpetanque.org).

### 3. Photos, Video, and Biometric Data

SPA may take photographs or video recordings at events for legitimate promotional and reporting purposes, including publication on our website, social media platforms, or newsletters.

Where images or video are combined with a person's name or otherwise enable identification, this may constitute biometric personal data. Such data will only be used with consent, or—where the individual is under 18—the consent of a parent or legal guardian.

Consent for image use may be withdrawn at any time by contacting [membership@scottishpetanque.org](mailto:membership@scottishpetanque.org), or by updating preferences within the International Licence Database where applicable.

### 4. Sharing Your Information

SPA shares personal data only where necessary and appropriate, including:

- With international governing bodies (including CEP and FIPJP) for competition, licensing, and regulatory purposes
- With Disclosure Scotland for safeguarding checks, where relevant
- With trusted service providers acting on SPA's behalf (e.g. membership or communications platforms)
- Where required by law or in connection with disciplinary or safeguarding procedures

SPA does **not** sell personal data and does not share it for commercial marketing purposes.

### 5. How and Where We Store Your Data

Personal data is stored securely:

- On encrypted, password-protected electronic systems
- Within secure online databases managed by SPA or trusted providers
- In hard-copy form only where necessary and securely stored or destroyed after use

Data may be transferred outside the UK or European Economic Area (EEA) where service providers host systems internationally, but only where appropriate safeguards are in place.

SPA does not store financial information such as bank or card details. Individuals are responsible for keeping their own login credentials secure.

## 6. Retention of Your Information

SPA retains personal data only for as long as necessary and proportionate, in line with UK GDPR principles.

### Ordinary retention

- **Membership administration records** are reviewed and normally deleted within **12 months** of membership expiry
- **Disciplinary and safeguarding records** may be retained for longer where required by policy or law
- **Historic competition results** may be retained indefinitely for archival and statistical purposes
- **Communication-only records** will be deleted upon request where appropriate

### International Transfers and Eligibility (CEP / FIPJP)

SPA is affiliated to the Confédération Européenne de Pétanque (CEP) and the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP). As a condition of this affiliation, SPA is required to administer and support international licence transfers, eligibility verification, and disciplinary integrity in accordance with CEP/FIPJP regulations.

Because a former member may later seek to transfer to another national federation, SPA must be able to confirm:

- whether the individual was previously licensed by SPA;
- the dates of membership and licence validity;
- any international representation for Scotland; and
- whether any suspension or eligibility restriction applied.

For this reason, **SPA retains a strictly limited subset of core data for all former members for up to 5 years**, even where the individual is no longer a member.

### Data retained for up to 5 years is limited to:

- full name and date of birth;
- SPA membership or licence reference number;
- dates of SPA membership and licence validity;
- records of international representation (where applicable); and

- details of suspensions or eligibility restrictions, including duration.

This processing is carried out under **legitimate interests and regulatory compliance** and does **not rely on consent**. The retained data is used **solely** for international transfers, eligibility verification, disciplinary matters, and dispute resolution, and is not used for marketing or routine communications.

At the end of the five-year period, this data is securely deleted unless further retention is required by law or regulation.

Additional safeguards apply to transfers involving minors.

## 7. Your Rights Under UK GDPR

You have the right to:

- Request access to your personal data (Subject Access Request)
- Request correction of inaccurate data
- Request deletion of personal data (subject to regulatory limitations)
- Withdraw consent for communications or image use
- Object to certain types of processing

You may lodge a complaint with the UK Information Commissioner's Office (ICO):  
[www.ico.org.uk](http://www.ico.org.uk) | Tel: 0303 123 1113

To exercise your rights, contact [membership@scottishpetanque.org](mailto:membership@scottishpetanque.org).

## 8. Website and Cookies

SPA may collect anonymised technical information (e.g. IP address, browser type) to improve website performance. This information does not identify individuals.

Our website may include links to third-party websites. SPA is not responsible for their privacy practices and encourages users to review external privacy policies.

## 9. Policy Changes

This Privacy Policy may be updated periodically. The most current version will always be available at:

[www.scottishpetanque.org](http://www.scottishpetanque.org)

## 10. Contact Us

For privacy queries or to update your preferences, contact:

[membership@scottishpetanque.org](mailto:membership@scottishpetanque.org)

## **APPENDIX 1**

### **CHANGE HISTORY AND REFERENCE DOCUMENTS**

**Change History:** This document replaces the previous SPA Privacy Policy (2018). The document has been reviewed and expanded in line with current guidance and placed under new revision sequence control as an Initial (Rev A) release.

**Referenced Documents:** None

**Approved for release by Scottish Petanque Association NEC January 2026**