

Lawsondale Sports Club Limited

Who are we ?

The Lawsondale Sports Club Limited is registered in Scotland under registered number SCO528461.

The following outlines the General Data Protection Regulation Policy (GDPR) and Privacy Policy for The Lawsondale Sports Club (LSC).

The overarching principle is that all data collected and stored by LSC is done so for the sole purposes of LSC business and an individual's relationship with the LSC. This will include, but is not limited to applications, membership communication, internal marketing of events and booking details. Individual's personal data will not be shared with a third party without prior written consent.

What we need

The Lawsondale Sports Club will be a "controller" of the personal information that you provide to us, when you instruct us to act on your behalf, unless otherwise stated in this privacy notice.

Employees' personal data:

When you enter into a contract of employment with us, we will collect, store and use personal information that you provided to us in your application or CV. We may ask you for additional personal information during the course of your employment, which shall be collected, stored and used in accordance with this privacy notice. We also collect, store and use the following information relating to you when you enter into a contract of employment with us for example, HMRC, Disclosure, Police Scotland.

Why we need your personal information

Individual clients' personal data:

We need to collect our applicants' personal information in order to provide you with an ongoing service, so that we can perform our levels of contractual obligation with you.

Why we need your personal information - employment law

Employees' personal data:

We are under a legal obligation to process certain personal information relating to our employees for the purpose of complying with our obligations under employment law to comply with our obligations as an employer.

We will use our employees' personal information to comply with our legal requirements as an employee in relation to:

- complying with statutory requests from HMRC, our Accountants.
- Pension auto-enrolment provider

Why we need your personal information - health and social care

We are required to process personal information relating to your health in order to assess your working capacity as an employee, monitoring and investigation absences, making any relevant adjustments to your working hours / conditions or otherwise reporting or investigating workplace accidents.

Why we need your personal information - equality of opportunity or treatment

We are required to use our employees' personal information relating to your health, racial or ethnic origin, for equality monitoring purposes to consider and provide any reasonable adjustments as required under the Equality Act 2010.

What we do with your data

All of the personal data which we collect is processed by our Executive. We will document what personal data we hold, where it came from and what we do with it. The data will only be used for the purpose which it was intended for and it will not be shared with 3rd parties. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations, such organisations include HMRC, Police Scotland, local authorities, our payroll provider etc.

How do you access the personal information we hold about you?

To obtain a copy of the personal information we hold about you please email us at info@lawsondalesportsclub.co.uk. As soon as we are satisfied as to your identity we will send you, within 40 days of receipt of your written request, a copy of all the personal information we hold about you which we are legally required to disclose. Please contact us at the same address if you have any reason to believe that information we hold about you is inaccurate.

Use of cookies

Cookies are small pieces of information sent by a web server (such as that used to run the site) to an individual's computer which are then stored on that computer's hard drive. We use cookies to identify when a visit from a user of your computer is made to the site, to keep track of your browsing patterns and to enable the site's publication ordering system to operate properly. Most browsers allow you to prevent cookies being stored on your computer: if you want to know how to do this please look at the Help menu on your browser.

How long we keep and protect your personal information

We are required to retain application forms and booking forms for one year after they are accepted, then the forms will be destroyed. We undertake to retain your data for no longer than deemed necessary. We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold, as prescribed by the Information Commissioner's Office (ICO). This sets out different retention periods and you can request a copy by contacting us at info@lawsondalesportsclub.co.uk.

LSC will carry out a full security audit each six months. Where personal data is retained, it will be stored in a locked filing cabinet where access is restricted to by the Executive. The data is treated as confidential and is only shared with authorised personal. Any financial transactional data from previous financial years will be held in a secure locked cabinet for 5 years, which only the LSC Executive have access to. After their expiry, any paper records will be destroyed by a registered company authorized to dispose of confidential waste at least once per quarter - <http://www.weshredpaper.co.uk> (Paper Shredding Services).

No PC or workstation operated by the Executive or staff shall not be left unmanned without a suitable password protected screen saver. All PCs and workstations should be closed and password protected overnight. All staff should use only their own login to access PCs and membership databases and not share their login details with others. In order to show compliance to the General Data Protection Regulations, all staff will carry out regular training programmes and sign to agree that they understand the implications. They will also sign this policy to show they have read and understand their responsibility to personal data. From May 2018, the Trustees and staff will meet six monthly to conduct a GDPR audit to ensure full compliance.

We regard the privacy of those who use our website ("the site", the homepage of which is at <http://lawsondalesportsclub.co.uk/>), as very important.

What about third party websites that you can access via our website

Our site contains links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other websites using the links provided, the operators of those websites may collect personal information from you which will be used in accordance with their respective Privacy Policies, which you should read. We are not liable for the practices of such third party website operators in respect of your personal information.

Data Rights

The data held by LSC can only be as accurate as the information supplied to the LSC. It is the responsibility of the individual or company to ensure their data is accurate. If at any point you believe the information we process on you is incorrect, you can exercise any of the following rights by emailing us at info@lawsondalesportsclub.co.uk.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by the Lawsondale Sports Club Limited will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk