

EDINBURGH UNIVERSITY SPORTS UNION DATA PROTECTION STATEMENT

Edinburgh University Sports Union (EUSU) is committed to protecting your personal information and handling it fairly, lawfully and transparently in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This Data Protection Statement explains what personal information we collect, why we collect it, how we use it, when we may share it and the rights you have in relation to your personal information.

The information we collect will depend on your relationship with us, for example whether you are a member, committee member, coach, volunteer or event attendee.

When you register on our website, as a member, coach, event attendee or committee member we may collect personal information such as your name and contact details in order to:

- Provide and administer membership services in a personalised manner
- Ensure each member of our community receives information which is relevant to the programmes, services and events which they engage with, including promotion of benefits, events, services and products
- Uphold applicable policies, codes of conduct and fulfil our duty of care
- Respond appropriately to accidents, incidents, emergencies and welfare or safety concerns
- Provide personalised and tailored communications about events, opportunities or services which may be of interest to you
- Understand the composition of our community to ensure resources are used in the most efficient and effective way
- Keep you up to date with news and progress regarding EUSU and the University

We do so using DotDigital and MSL as our mailing systems. We will hold the personal data you provide us with for one year, after this period you will be required to re-register on the EUSU website. Alternatively, you can opt out of the mailing list at any time.

Student members

Where membership is available to students, we may verify your student status by obtaining your student number through the relevant University of Edinburgh system or other appropriate University processes.

Using your student number we may produce anonymised demographic and statistical reports for the University and relevant governing or membership organisations. This may be necessary to demonstrate membership eligibility, meet funding requirements or satisfy the requirements of organisations that support or fund our activities, such as Scottish Student

Sport (SSS), British University & College Sport, SportScotland or other representative organisations.

Committee members

Where members of the community are successfully elected to hold Officer Bearer positions for EUSU or member clubs at the time of nomination/registration/notification we will collect and use personal information to enable you to perform your role effectively.

This may include adding you to our committee member mailing list to share vital information necessary to perform your committee duties including information about key dates, upcoming events, training, development and other opportunities relevant to your role. We do so using DotDigital and MSL as our mailing systems.

Where appropriate we may use the details provided to contact and support you in understanding and upholding applicable codes and policies, and managing and resolution of club matters.

Coach & volunteer registration

Where members of the community register as coaches or volunteers we will collect personal data to verify eligibility criteria.

Once registered as a member of our community we will use the contact details provided to share information necessary to perform your coaching duties, provide information about upcoming events, training and personal development opportunities.

Event registration

When you register for or attend an event, we may collect information necessary to administer the event and communication with you about the event using DotDigital as our mailing system.

Club activities, volunteers and expression of interest

Our member clubs may collect personal information about you when you:

- Register as a club volunteer
- Express interest in becoming involved with a club or activity
- Sign up for a taster session
- Otherwise provide your details in connection with club activities

Clubs will use this information to response to your enquiry or expression of interest, administer your participation, communicate relevant information and support the safe operation of club activities.

How we use your information

We will only use your personal information where we have a lawful basis to do so. Depending on the circumstances this may include:

- Necessary for performance of contract; to allow EUSU to verify eligibility or suitability.
- Vital interests; where processes or sharing is necessary to protect someone's life or prevent serious harm, for example in a medical or welfare emergency.
- Necessary for legitimate interest to allow EUSU to; inform members about services relating to their membership, analyse data for future funding application, verify eligibility for voting in elections, escalate serious safeguarding or welfare concerns.

Sharing your information

We may share relevant personal information with organisations where this is necessary, lawful and proportionate.

This may include sharing information with:

- The University of Edinburgh, including for; safety, welfare, governance, membership eligibility, HEAR reporting, graduate/alumni eligibility, alumni engagement, fundraising, events and relevant reporting purposes.
- Relevant National Governing Bodies, where necessary for public protection, safeguarding governance, regulatory or sporting purposes.
- Emergency services and University of Edinburgh student services or other appropriate organisations where necessary to respond to an accident, incident, emergency or serious welfare concern.

We may analyse data on; the composition of our community, usage, service utilisation and engagement, in order to; better understand the behaviour of our members, support programme quality assurance and enhance the quality of; our services, facilities, systems and support services. Where possible we will use anonymised data for these purposes, whilst ensuring that any published information is anonymised.

We may share this anonymised data with organisations that fund or support our activities, where necessary to satisfy legitimate funding or membership requirements.

Data security and retention

We take appropriate organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

Personal information will only be retained for as long as necessary to fulfil the purposes for which it was collected, including any legal, regulatory, governance, funding, insurance or reporting requirements.

Retention periods may therefore vary depending on the type of information and the purpose for which it is held.

Your rights

Under UK data protection law, you may have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate or incomplete information
- Request erasure of your personal information in certain circumstances
- Request restriction of processing in certain circumstances
- Object to certain processing, including processing based on legitimate interests
- Request data portability where applicable
- Withdraw consent where processing is based on your consent

These rights are subject to certain legal exemptions and may not apply in every circumstance.

If you have concerns about how we process your personal information, you also have the right to complain to the **Information Commissioner's Office (ICO)**, the UK's data protection regulator.

Contact us

If you have questions about this statement, how your personal information is used, or wish to exercise your data protection rights, please contact esusu@ed.ac.uk.