

# Privacy and Data Policy – Team Scotland Youth Trust

## 1.0 Who We Are

Team Scotland Youth Trust has been a charity since 1989. It is funded by Commonwealth Games Scotland and individual donors. Our charity number is SC006246 and our company registration is SC354083. For the purpose of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the data controller is Team Scotland Youth Trust, having its principal office at Airthrey Castle, University of Stirling, Stirling, FK9 4LA.

Using personal information allows us to develop a better understanding of our supporters, and in turn to provide you with relevant and timely information about the work that we do. As a charity, it also helps us to engage with potential donors and supporters.

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [TSYouthTrust@teamsotland.scot](mailto:TSYouthTrust@teamsotland.scot).

## 2.0 Information We Collect

Team Scotland Youth Trust, is committed to protecting and respecting your privacy.

Any personal data collected through this website will be treated as confidential in line with the principles of the GDPR and the Data Protection Act 2018.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We may collect and process the following data about you:

- Information that you provide by filling in forms on our website <http://www.teamsotland.scot> or otherwise. We may also ask you for information when you report a problem with our website;
- information that you provide, or the relevant Sports Governing Body provides on your behalf,
- if you contact us, we may keep a record of that correspondence;
- details of your visits to our website including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own purposes or otherwise and the resources that you access; and

## Marketing and Digital Communications

We aim to communicate with you through email newsletters in ways that are relevant, timely and considerate. By using our website or submitting information to us, you agree to this policy. If you do not agree, please do not use our website to submit any personal data.

## Filming and Photography

For some events we will arrange filming or photography. You will have the opportunity to object to the material during these events by informing a member of CGS staff and will endeavour to exclude you.

## IP addresses

We may collect information about your computer, including, where available, your IP address, operating system and browser type, for system. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

## Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the provision of support services. 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 information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will take all reasonable endeavours to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access to, destruction of or damage to such personal data.

## Uses made of the information

We use information held about you in the following ways:

- to enable the proper maintenance and/or operation of our website;
- to ensure that content from our website is presented in the most effective manner for you and for your computer or other access device;
- to allow you to participate in interactive features of our website, when you choose to do so;
- to notify you about changes to our website;
- to allow us to consider your comments, queries and suggestions and respond if necessary;
- to comply with any legal obligations; or
- to enable or facilitate the exercise of our rights under our terms and conditions of website use.

We may also contact you by mail, telephone, e-mail or other electronic messaging service with communications that may be of interest to you.

By providing us with your telephone numbers and/or email address, you consent to being contacted by these methods for these purposes. If you do not wish to receive such communications from us, please e-mail us at [tsyouthtrust@teamsotland.scot](mailto:tsyouthtrust@teamsotland.scot)

We may keep personal data which we collect for a reasonable period for any of the purposes mentioned above.

## Disclosure of your information

- We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.
- We may disclose your personal information to the Commonwealth Games Federation, and our partner agencies, including the Scottish Government, for the purposes of preparation, entries, accreditation, the operation and management of and support for the Commonwealth Youth Games
- We may disclose your personal information to third parties:
  - in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
  - if Team Scotland Youth Trust or substantially all of its assets are acquired by a third party, in which case personal data held by it will be one of the transferred assets; or
  - if we are under a duty to disclose or share your personal data in order to comply with any legal obligation;
  - in order to enforce or apply agreements that we have entered into;
  - to protect the rights, property, or safety of Team Scotland Youth Trust or others; and
  - for the purposes of fraud protection and credit risk reduction.

### Third party personal data

- Where you submit information regarding another person, you confirm that they have consented to you acting for them and to the processing of their personal data, and that you have informed them of our identity and the content of this policy, including the purposes for which their personal data will be processed by us and that they have explicitly consented to our use and processing of their personal data (including sensitive personal data).
- This policy will apply to any such third party personal data in the same manner that they apply to your own personal data.

### Your rights

- You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [TSYouthTrust@teamsotland.scot](mailto:TSYouthTrust@teamsotland.scot)

Our website may, from time to time, contain links to and from the websites of affiliate organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

### Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [TSYouthTrust@teamsotland.scot](mailto:TSYouthTrust@teamsotland.scot)

### Cookies

When you visit <https://www.teamsotland.scot/team-scotland-youth-trust/> we collect standard internet log information and details of visitor behaviour patterns. Cookies are small text files that are automatically placed onto your device by some websites that you visit.

We use log files to help us diagnose problems and for administration of our systems. We also use them to audit the geographical make-up of users and how they have arrived at our site i.e. to see the web sites our visitors arrived from. The information collected is as follows;

- Time and date of your visit
- Files that you have requested
- Your IP (internet protocol) address
- The referrer URL (if provided)
- Your Browser version

You can find more information about cookies [here](#).