



Data Protection and Privacy Policy

Commonwealth Games Scotland, are committed to protecting and respecting your privacy. 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.

By using our websites, you agree to this policy. If you do not agree, please do not use our websites or submit any personal data through them.

For the purpose of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the data controller is The Commonwealth Games Council for Scotland Limited, having its principal office at Airthrey Castle, University of Stirling, Stirling, FK9 4LA.

1 Information we may collect from you

We may collect and process the following data about you:

- information that you provide by filling in forms on our website <http://www.teamscotland.scot> or Portal; <https://cgascoweb.plus1percent.com/>
- we may also ask you for information when you report a problem with our website
- information that you provide to us for the purposes of your application for accreditation and support for the Commonwealth Games
- information that you provide, or the relevant Sports Governing Body provides on your behalf, to us in connection with your application to become a member of Team Scotland at the Commonwealth Games or Commonwealth Youth Games
- if you contact us, we may keep a record of that correspondence
- details of your visits to our website and social media platforms 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.

2 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 maybe 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.

3 What use is made of the information and what is the legal basis for this use?

We will process your information in our legitimate interests in the following ways:

- to administer your application for accreditation for the Commonwealth Games on your behalf;
- to provide you with information in connection with your application for accreditation and support for the Commonwealth Games;
- 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 such as the 2010 Equality Act which requires us to make reasonable adjustments where necessary; 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 or social networking tools, 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: info@teamsotland.scot
- We may keep personal data which we collect for a reasonable period for any of the purposes mentioned above.
- We may keep information relating to sporting results and records as part of a publicly accessible database of historic Commonwealth Games and other CGS event records indefinitely, in order to maintain a record of the sport.

If you are a member of our Thistle Club (our Alumni Network of former Team members), we may use your contact details to send you information and updates about the Commonwealth Games and other CGS events.

4 Disclosure of your information

- We may disclose your personal information to the Commonwealth Games Federation, Birmingham 2022 Organising Committee, 2023 Youth Games Organising Committee and our partner agencies, including **sportscotland**, and the Scottish Government for the purposes of preparation, entries, accreditation, the operation and management of and support for the Commonwealth Games.
- We cooperate with law enforcement inquiries and other third parties to enforce laws, intellectual property rights, anti-doping rules and relevant third party rights. We may share your information with third party service providers, who will process it on our behalf. Such third parties include, but are not limited to IT service providers and data storage providers.

5 Access to information

You may be entitled to ask us

- for a copy of your personal information;

- to correct or erase your personal information;
- to restrict or stop the processing personal information;
- to transfer some of this information to other organisations; and where we have asked for your consent to process your data, to withdraw this consent.

These rights may be limited in some situations – for example, where we can demonstrate that we have a legal requirement to process your data. In some instances, this may mean that we are able to retain data even if you withdraw your consent.

Where we require personal data to comply with legal or contractual obligations, then provision of such data is mandatory: if such data is not provided, then we will not be able to meet obligations placed on us or manage your involvement in a Commonwealth Games event. In all other cases, provision of requested personal data is optional.

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can contact our data protection officer at info@teamsotland.scot You are also entitled to complain directly to the relevant supervisory authority, the Information Commissioner's Office.