



**Oscglasgowrocks@gmail.com**

## **General Data Protection Register Privacy Notice**

### **Collecting and Storing Data**

Caledonia Gladiators OSC collects and stores personal information about its members (as by the OSC Constitution. This is limited to their postal address, their email address, their telephone numbers, their date of birth, and their OSC supporter number. This information is stored electronically on a secure system and is accessible only by designated OSC post holders who will use the data to provide services to members. The designated post holders will be approved at the Annual General Meeting and any post holder vacancy between AGMs will be approved by the OSC Executive Committee.

Some data may also be stored on password protected smartphones owned by designated post holders, and will only be used by them in connection with OSC services to members.

A wider email address list of non-members is maintained for the purpose of distributing messages by the Communications Officer to other Caledonia Gladiators supporters, and also be stored on a secure storage system. These supporters have the same rights to amend or delate their email data as OSC members, as described in this notice.

### **Processing Data**

OSC processes the data in the following ways.

- 1) Personal data is used by the Communications Officer to send email messages to members, and newsletters to OSC members.
- 2) Personal data is used by the Social Secretary to create separate event attendance lists, which may be stored electronically for a limited period.
- 3) Personal data is used by the Treasurer to maintain records of subscriptions and payment for services provided by OSC.
- 4) Personal data is used by the OSC WhatsApp administrators to create WhatsApp group lists for specific events to help attending members communicate with each other on the day of the event.
- 5) OSC Officers may use personal data of members in other ways to pursue the objectives of the club.

## **Storage and Deletion of Data**

Electronic data of OSC members will be updated and/or can be deleted on request by emailing – [Oscglasgowrocks@gmail.com](mailto:Oscglasgowrocks@gmail.com). An acknowledgement email will be sent to confirm changes or deletions of data.

Data will be held on the secure storage system for a period not exceeding 6 months from the time an individual fails to renew their membership, either by subscription or by ceasing to be an OSC member.

## **Sharing of Data**

Personal data will be shared with Caledonia Gladiators or other third parties in the circumstances

1. a) To allow the Ticketing Office to use OSC supporter numbers to obtain match tickets.
2. b) To obtain entry to events organised at other venues with restricted entry hired for OSC events.

## **Accessing Data**

Members have a legal right to access the information stored by OSC. Any request should be made to the designated ICT Officer by email to [Oscglasgowrocks@gmail.com](mailto:Oscglasgowrocks@gmail.com)

## **Complaints**

Any complaint about the misuse of personal data by OSC should be sent to the OSC Data Protection Officer at [Oscglasgowrocks@gmail.com](mailto:Oscglasgowrocks@gmail.com)

Alternatively, any complaint can be sent to the Information Commissioner's Office Scotland: online at [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk) or by phone 0303 123 1115, or write to: Information Commissioner's Office - Scotland, 45 Melville Street, Edinburgh EH3 7HL