

Prospect Community Housing Wester Hailes Lockdown Pentathlon 2020

GDPR Fair Processing Notice (How we use your personal information)

The Wester Hailes Lockdown Pentathlon is an online event being organised by a partnership of local organisations in 2020. As part of this partnership, Prospect Community Housing is responsible for organising registration for this event. The Lockdown Pentathlon is aimed at young people aged 14 and under. This notice explains what information we collect from you for the Wester Hailes Lockdown Pentathlon, when we collect it and how we use it. During the course of delivering the role of registration organiser, we will process personal data electronically about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Prospect Community Housing, a Scottish Charity (SC029797), a registered society under the Co-operative and Community Benefit Societies Act 2014 (229OR) and having our Registered Office at 6 Westburn Avenue, Edinburgh, EH14 2TH.

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number **Z4610401** and for the purposes of the Wester Hailes Fun Run, we are the data controller of any personal data that you provide as part of your child/ children's entry to this event.

Our Data Protection lead officer is Leigh Pettigrew.

Any questions relating to this notice and our privacy practices should be sent to enquiries@prospectch.org.uk

How we collect information from you and what information we collect

We collect information about you and your child/children when you enter them into the Wester Hailes Lockdown Pentathlon online via Eventbrite. We collect this information from you directly either before the event starts or during its 5 week programme.

We collect the following information about your child/ children:

- Name
- E-mail address
- Age
- Gender
- Name of parent or guardian

Why we need this information about you and how it will be used

We need this information to process your child/ children's registration with the Lockdown Pentathlon. We do this on the grounds of your consent that you have given online as part of your registration through Eventbrite.

We will use your information

- To ensure participants have parental/ guardian permission to take part
- To collect weekly scores, and collate an online leaderboard.
- To determine winners in the different awards categories
- To let you know when the following year's event is taking place whether this is an online event or the annual Fun Run.

Sharing of Your Information

The information you provide to us will be treated by us as confidential and will be processed by our employees and Eventbrite within the UK/EEA. We will only share your information in the following circumstances:

- We will share your information with Harmeny Athletics Club to enable them to record results, collate an online leaderboard and identify winners and places. We will share children's names, ages and the email address that the parent/ guardian uses. When the event is finished, Harmeny AC will delete this information from their systems.
- We will share children's names and ages on the leader board which will be published online on the Digital Sentinel which is an online news site managed by WHALE Arts Agency.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe.

Eventbrite does not control the registration process or the data collected for the Wester Hailes Lockdown Pentathlon. Personal data provided via Eventbrite is securely stored online: Eventbrite's information systems are protected by industry standard firewalls and intrusion detection systems. Further details about Eventbrite's security standards can be found at www.eventbrite.co.uk/security.

Personal data exported from Eventbrite is entered and stored on Prospect's servers which are protected by industry standard firewalls and intrusion detection systems.

How long we will keep your information

For personal data provided for the purpose of entering the Wester Hailes Lockdown Penthalon, the data retention period will be a year. After this point, we will delete the data from our server, and take all personal data off the Eventbrite site.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- and make a request to us to delete what personal data we hold about you

If you would like to exercise any of your rights above, please contact us enquiries@prospectch.org.uk

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.