

**THE SCOTTISH FA REFEREES (FIFE) REFEREES' ASSOCIATION**  
**PRIVACY NOTICE**

**1 INTRODUCTION**

- 1.1 The Scottish FA Referees (Fife) Referees' Association (**Fife RA / Us / We**) is a data controller. This means that we are responsible for deciding how we hold and use personal information about you. We are required under Data Protection Legislation to notify you of the information contained in this fair processing notice.
- 1.2 This notice applies to current and former referees (regardless of classification) whose personal data is processed by us, and to any person who contacts the Association to express an interest in attending an Introductory Course.
- 1.3 It is important that you read this notice, together with any other fair processing notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.
- 1.4 In this Notice, **Data Protection Legislation** means all applicable legislation which relates to the protection of individuals with regards processing personal data, including that Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679.

**2 DATA PROTECTION PRINCIPLES**

We will comply with Data Protection Legislation. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about; and
- Kept securely.

**3 WHAT KIND OF PERSONAL DATA DO WE HOLD ABOUT YOU?**

- 3.1 Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
- 3.2 We will collect, store, and use the following categories of personal information about you including:
- Personal contact details such as name, title, postal address, telephone numbers, and email addresses (personal and/or business);
  - Date of birth and gender;
  - Records of matches you have officiated when appointed by, or on behalf of, the Scottish FA, and by FIFA and UEFA or other football bodies. Information about your performances in such matches, where you have been assessed;
  - Photographs, videos and audio recordings of you;

- Bank account details;
- Records of any complaints which you have made to the Name RA, and / or any complaints which are made against you; and
- Information about your use of our Association's website.

#### 4 **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

- 4.1 We collect personal information you yourself.
- 4.2 We will collect additional personal information on an ongoing basis.
- 4.3 It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes by ensuring that you keep your contact details up to date on the Scottish FA Referee Extranet.

#### 5 **HOW DO WE USE YOUR INFORMATION?**

- 5.1 We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:
- 5.1.1 Where we need to perform our obligations to you in connection with your role as a referee;
  - 5.1.2 Where we need to comply with a legal obligation;
  - 5.1.3 Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; and
  - 5.1.4 For the administration of any expression of interest to undertake an Introductory Referee Course or to supply you with information you have requested
- 5.2 We may also use your personal information in the following situations, which are likely to be rare:
- 5.2.1 Where we need to protect your interests (or someone else's interests); and
  - 5.2.2 Where it is needed in the public interest.
- 5.3 We need all the categories of information in the list above (paragraph 3) primarily to allow us to perform our obligations to you in connection with your role as a referee, and to enable us to comply with our legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information include the following:
- Checking you are eligible to officiate in certain matches and competitions;
  - To maintain and update your category as advised by the Association's Manager for referees in the categories below the List of Referees
  - Publishing appointments on the Association's website
  - Managing any disciplinary action that is required following any given match or competition and communicating the outcome to interested parties;
  - Liaising with the Scottish FA;
  - Administration relating to our relationship with you
  - Communicating association information to our members;
  - Conducting reviews of your refereeing performance;
  - Dealing with legal disputes involving you;
  - Complying with health and safety obligations;

- To prevent fraud;
- Gathering evidence for possible grievance or disciplinary hearings;
- Education, training and development requirements;
- Ascertaining your fitness to officiate;

5.4 Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

## 6 **WHAT HAPPENS IF YOU FAIL TO PROVIDE PERSONAL INFORMATION?**

If you fail to provide certain information when requested, we may not be able to perform our obligations to you in connection with your role as a referee or we may be prevented from complying with our legal obligations (such as to comply with health and safety obligations).

You may also be unavailable for selection to officiate matches and/or we may be unable to provide you with or confirm your classification level.

## 7 **DATA SHARING**

7.1 We will share your personal information with third parties where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest in doing so.

7.2 Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

7.3 For the purposes of paragraph 7.1, “third parties” includes:

- The Scottish FA;
- the clubs, leagues and/or associations of the matches which you are officiating at; there may be occasion when we will share your data with another league and/or association to officiate in their matches;
- the Affiliated National Associations (which are: i) Scottish Junior Football Association, ii) Scottish Youth Football Association, iii) Scottish Women’s Football, iv) Scottish Amateur Football Association, v) Scottish Schools’ Football Association, vi) The Scottish Welfare Football Association, and vii) Scottish Para-Football);
- National Football Associations of other countries (such instances will be rare and will be dependent on your circumstances);

## 8 **TRANSFERS OUTSIDE THE EEA**

8.1 We will not transfer your personal data out of the European Economic Area (**EEA**) unless there is a need to do so, in which case we shall ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

8.1.1 We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission.

8.1.2 Where we have your consent to do so; and

8.1.3 Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US.

8.2 Where it is not possible to put in place any of the measures set out in paragraph 8.1 above, we will only transfer your personal data to a third country where you have given us your express consent to do so.

## 9 DATA SECURITY

9.1 We shall endeavour to protect your data within the Association.

## 10 DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## 11 YOUR RIGHTS

11.1 Under Data Protection Legislation, you are entitled to exercise the following rights over your personal data:

- **Right to object:** You can object to our processing of your personal data.
- **Access to your personal information:** You can request access to a copy of your personal data that we hold, along with information on what personal data we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge.
- **Right to withdraw consent:** If you have given us your consent to use your personal data, you can withdraw your consent at any time.
- **Rectification:** You can ask us to change or complete any inaccurate or incomplete personal data held about you.
- **Erasure:** You can ask us to delete your personal data where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- **Portability:** You can ask us to provide you or a third party with some of the personal data that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- **Restriction:** You can ask us to restrict the personal data we use about you where you have asked for it to be erased or where you have objected to our use of it.
- **Make a complaint:** You can make a complaint about how we have used your personal data to us by contacting us, or to a supervisory authority - for the UK this is the Information Commissioner's Office, at <https://ico.org.uk/>.

11.2 If you would like to exercise any of your rights above, please contact us by email to [secretary@fifereferees.co.uk](mailto:secretary@fifereferees.co.uk)

## 12 CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this fair processing notice at any time, and we will provide you with a new fair processing notice when we make any substantial updates.

13 **CONTACT US**

If you have any questions about this privacy notice, including any requests to exercise your legal rights or making a complaint to us about how we have used your personal data, please contact us by emailing [secretary@fifereferees.co.uk](mailto:secretary@fifereferees.co.uk)

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