



## Scottish Rugby Data Processing Agreement for Contractors

This agreement is made between the Contractor and Scottish Rugby Limited (company number SC132061), whose registered address is at Murrayfield, Edinburgh, EH12 5PJ.

In your capacity as Contractor in a Rugby Development programme we must ensure that any personal data collected is used appropriately and stored safely. Everyone who handles data must follow Scottish Rugby Privacy Policy.

### Definitions:

**Data Protection** – ensuring people can trust you to use their data fairly and responsibly.

**Personal Data** – any information about a person. This includes names, addresses, phone numbers, photographs or characteristics of their identity, like their ethnicity. When we use 'data' in this policy, we mean personal data.

**Data breach** – when data is used in a way that it shouldn't be, for example emailing personal data like a phone number to the wrong person.

**Data subject** - the person the data is about, like a young member. Data subjects have individual rights.

**Data processing** - doing anything with personal data, like collecting, storing or sharing it.

### Expectations:

If you process Personal Data as part of your role you must:

- Follow this guidance together with the [Scottish Rugby Privacy Policy](#)
- Follow other relevant Scottish Rugby procedure and guidance
- Only use Personal Data in line with the instructions provided to me by a Scottish Rugby employee and for no other purpose.
- Reduce as much as possible the likelihood of a breach.
- Report any data breaches to our Rugby Development Team as soon as you discover them.
- Make sure personal data held locally (including but not limited to telephone numbers, spreadsheets and word documents) is destroyed safely.
- Notify the Rugby Development Team immediately if a data subject asks for the information we hold or use on them.
- If a contractor breaches this policy we will handle it via investigation by the Rugby Development Team.



In my capacity as volunteer in the Rugby Development programme I hereby agree that I:

1. Have read and will comply with the above;
2. Have read and will comply with the [SCRUMS Privacy Policy](#);
3. Will comply with the Data Protection Act 2018 and all applicable data protection legislation; and
4. Ensure that any personal data shared with me is stored securely and is not shared with anybody outside of Scottish Rugby or the player or emergency contact.