

Sports Traider Charity

Privacy Notice – 1/2

Sports Traider Charity ("we", "our", "us") take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controllers, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our staff, volunteers and participants [and their parents or guardians], and others engaging with Sports Traider Charity.

You provide information about yourself when you register with the Charity, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Charity responsibilities and you do not provide that data, we may not be able honour or administer your engagement.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the charity; and provide the services you are signing up to when you register with us. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

Personal data that is shared and more importantly needed is listed and may not be limited to the following:-

Purpose/ Processing Activity

- HMRC – Government department for Tax and N.I purposes
- processing membership forms and payments/ subs
- organising service delivery
- sending out information and updates
- sharing data with coaches, managers or officials to run training sessions or enter events
- sharing data with sporting bodies and other competition providers for entry in events
- sharing data with trustees to provide information about charitable activities engagement opportunity or invitation to social events
- sharing data with third party service or facility providers

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority
- sending out marketing information such as newsletters and information about promotions and offers from sponsors
- To ensure we understand possible health risks
- Volunteer contact information

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Who we share your personal data with:

- We may share your personal data with selected third parties, suppliers and sub-contractors such as coaches or match/event organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.
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- We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.
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The Charity's data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

- We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
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How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or volunteer or are otherwise actively involved with the charity. We will delete this data 12 months after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Charity. If you choose not to share your personal data with us we may not be able to register or administer your engagement.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact Martin

I acknowledge that I have read and understood the Privacy Policy Notice.

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Received by (print name)
Employee /Trustee/Volunteer/other – please state.....please circle

Signed

Date

PLEASE CUT ALONG THE DOTTED LINE, COMPLETE & RETURN TO MARTIN
KEECH

