

**SPORTSHALL ASSOCIATES
PRIVACY NOTICE FOR OUR ATHLETES**



We at Sportshall Associates want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our athletes, how we make sure we do that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, **a data controller**. This means we have control over how your details are used and who we pass them to.

Sometime organisations like ours need to appoint an individual called a “**Data Protection Officer**” to make sure that we are being very careful with your information. Our Data Protection Officer is called Tom Bunner (his contact details are in the Contact Us section below). We don’t need to have a Data Protection Officer, but we have decided to put together a team of people instead to make sure your details are safe.

WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?

We might collect the following **personal details** about you before, during or after your event, such as:

- your name,
- your age/year group
- your date of birth,
- your gender;
- the team, school, Athletics Club or County you compete for,
- your performance details/results at the event you compete in,
- videos and photos of you.

1. SPECIAL INFORMATION

We may also hold and use what is called “**special information**” such as your disability grouping (where appropriate) and we will only use it if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

2. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when your teacher, coach or team manager enters a Team Declaration sheet at an event we deliver or submits your performance data directly to us via email.

3. HOW DO WE USE YOUR INFORMATION?

What do we use your information for?	What type of information do we use?	What reason do we have to use it (this is the boring legal bit...)
<u>Athletes</u>		
To check you are entering the correct event/age group.	Date of Birth/Gender.	We need all this information to make sure our events are fair.
To provide you with your performances/a full set of results.	Name Gender, Age Group, Disability Grouping, and Performance data	We need all this information to make sure you can see your results.

We will keep all of your performance data on our files.	Name, Gender, Age Group, Disability Grouping and Performance Data	It is in our interests to hold your details on file so we can display your results. We may also use your results to refine our programmes. If we use any ' special information ', we will only do so on the basis of one of the ' special reasons ' we talked about above.
To protect our IT systems.	Details about how you use our website.	It is in our interests to make sure that our IT systems are safe and secure for all of our staff and you to use.
We occasionally carry out research on what events you have attended to understand what is 'on trend'.	Details of the events and competitions you have attended.	It is in our interests to make sure that our membership is targeted and relevant for you.
To promote the sport, our events and membership packages.	Any photos or videos of you.	Only where you have told us you are happy for us to use your photos.
To make sure we are keeping up with health and safety.	Details of the events and competitions you have attended.	It is in our interests to make sure we provide you and others like you with a safe place to play your sport. Sometimes we may have to keep your details because the law tells us we have to.

In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don't have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting us on the details below.

4. WHO ELSE MAY USE YOUR DETAILS?

We may send your details to others to help us run our organisation. These are:

- **Anyone you have said you are happy for us to send your details to.**
- **To your club or another regional or governing body:** to help us to improve and keep an eye on developments in the sport.
- **The Government or our regulators:** where the law tells us to do so or to help them with any investigations.
- **Police, law enforcement and security services:** to help them with any investigation, prevention of crime or matter of national security.

5. ARE YOUR DETAILS SAFE?

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a great team of people working with us who are trained to know how to use your details securely and will only use your details when and how we tell them to.

Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe? That is why we don't share your personal details to anyone outside of the UK and the European Union. Sometimes some of your personal details may be transferred to and stored in countries outside of the UK and the European Union, which are not subject to the laws that make sure your details are safe. Where this happens, we will do everything we can to make sure that your details are only used in the way we say they will be and are kept secure. If

someone else is using your details because we have told them to, we will also make sure that we put measures in place with them to protect it.

6. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We collect personal details from you for different reasons and so we might keep it for different lengths of time. For example, we might have to keep it for a long time for legal reasons or to show results/keep competition records, but most of the time, we will keep your details for 6 years after your event.

It is important to make sure that the details we hold about you is accurate and up-to-date, so if you feel any of your details need to change you can contact us on the details below.

7. **WHAT ARE YOUR RIGHTS?**

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way;
- to send your details to you or another organisation like any club you play at for example; and

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

DON'T FORGET though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us on the details below.

8. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

9. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, please email tom@eveque.co.uk or write to us at:
Sportshall Associates, Wincham Avenue, Northwich, Cheshire, CW9 6GB

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