

# Privacy notice

Active South Derbyshire

Date: June 2018

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## Version Control

Version	Description of version	Effective Date
1.0		

## Approvals

Approved by	Date
Sport and Health Partnership Manager	June 2018
Data Protection Officer	June 2018

This Privacy Notice will be kept under regular review to ensure that it is fit for purpose.

## 1.0 Who we are

South Derbyshire District Council is registered as a data controller with the Information Commissioner's Office.

Our address is Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH.

The Council is committed to protecting your privacy when you use our services. This privacy notice tells you what to expect when Active South Derbyshire collects personal information. It also explains when and why we collect this information, how we use it, the conditions under which we may disclose it to others, how we keep it secure and what rights you have in relation to the data we hold about you.

## 2.0 How do we collect information from you?

Active South Derbyshire collects information from you when you fill in any forms on our website [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk) or associated customer portals, when you contact us in writing, speak to us on the phone or face to face or communicate with us by email or any other type of electronic communication. We typically collect personal information when you, sign up for our newsletter, make an application for funding, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

We also may collect personal information about you when you attend one of the events or workshops hosted by us or one of our delivery partners and/or activity providers.

## 3.0 What types of information do we collect from you?

You may provide us with or we may obtain personal information about you, including:

- personal contact details that allows us to contact you directly, such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- Details you provide about your experience in sport and activities and your interests in getting further involved in the sport activities/opportunities you engage in.
- any feedback you provide in a survey;
- records of your attendance at any events, competitions or workshops delivered by us or our partners;
- images in video and/or photographic form and voice recordings;
- any payment or bank details you provide so that we can receive payments from you or you can receive funding from us and details of the financial transactions with you;
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- any funding application details;
- your marketing preferences so that we know whether and how we should contact you.

### 3.1 Special Categories of Personal Information

We may also collect, store and use the following ‘special categories’ of more sensitive personal information:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information

We may not collect all of the above types of special category personal information about you. In relation to special category personal data that we do process, we do so on the basis that:

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or based on your explicit consent.
- In the table below, we refer to these as the ‘special category reasons for processing of your personal data’.
- We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

### 4.0 How is your information used?

The table below describes the main purposes for which we process your personal information, the categories of information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer any membership account(s) you have with us and managing our relationship with you. This includes dealing with enquiries made by you.	All contact details, records of your interactions with us and marketing preferences.  [Use of and movements through our online portal].	This is necessary to enable us to properly manage and administer your account with us.
To send you marketing information we think you might find useful or which you have requested from us, including our newsletter and information about our events and activity providers, to further progress your interest in Active South Derbyshire opportunities and activities	Contact details and marketing preferences.  Details you provide about your experience in the opportunity and your interest in getting further involved in the opportunities offered.	Where you have given us your explicit consent to do so.
To deal with your queries or complaints.	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with the service we provide.

<p>Retention of records.</p>	<p>All the personal information we collect.</p>	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage any account you have with us and in some cases we may have legal or regulatory obligations to retain records.</p> <p>We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 3.1 above. For criminal records history we process on the basis of legal obligations or based on your explicit consent.</p>
<p>To conduct data analytics studies to better understand event attendance and trends within sport in the District.</p>	<p>Records of your attendance at any events or competitions hosted by us and/or our delivery partners.</p>	<p>We have a legitimate interest in doing so to ensure that our events continue to improve and are targeted and relevant.</p>
<p>For the purposes of promoting sport in the District, our campaigns and events and the work we do as a regional body.</p>	<p>Images in video and/or photographic form.</p>	<p>Where you have given us your explicit consent to do so. We will obtain consent where we intend to use any images or footage of participants in any promotional campaigns, particularly where there are children involved. Photo aware signs are displayed at events.</p>
<p>To comply with health and safety requirements.</p>	<p>Records of attendance and health and medical information.</p>	<p>We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in activities.</p> <p>We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 3.1 above.</p>
<p>To use information about your physical or mental health (including any injuries) or disability status to ensure your health and safety and to assess your fitness to participate in any of the activities or events we host.</p>	<p>Health information.</p>	<p>We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 3.1 above.</p>

For the purposes of equal opportunities monitoring.	Name, title, date of birth, gender, information about your race or ethnicity and health information.	We have a legitimate interest to promote an environment that is inclusive, fair and accessible.  We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 3.1 above.
To administer your attendance at any courses, events or programmes you sign up to.	All contact details, date of birth, gender, health and medical information.	This is necessary to enable us to register you on to and arrange for the effective delivery of our development programmes and events.  We process special category personal data on the basis of the 'special category reasons for processing of your personal data' referred to in section 3.1 above.
To manage the process of applying to us for funding or grants.	All details provided in your funding/grant application.	This is necessary to enable us to properly manage and assess your application.
To make payments to you where we have agreed to pay for goods or services and manage contracts.	Transaction and payment data.	This is necessary to make payments to you.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults.	Information about your criminal convictions and offences.	For criminal records history we process on the basis of legal obligations or based on your explicit consent.

For some of your personal information you will have a legal, contractual or other requirement or obligation to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member of our body or as a participant or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your position as a member of our body. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described below.

Please note that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so, on bases other than your consent.

Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

## 5.0 Who has access to your information?

We share personal information with the following parties:

- Internal departments within South Derbyshire District Council, Active Derbyshire, Derbyshire County Council and Active South Derbyshire.
- To any governing bodies or regional bodies for the sports/activities covered by us. This is to allow them to properly administer sport and activities on a local, regional and national level.
- External funding providers: for the purposes of monitoring and evaluation
- Our partners and activity providers: for the purposes of providing you with information on any opportunities, products and services and other commercial benefits provided by our commercial partners where you have given your express consent for us to do so and/or for the purposes of arranging any events or workshops you have registered your interest in.
- The Government or our regulators: where we are required to do so by law or to assist with their investigations or initiatives.
- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

## 6.0 Research and statistics

Anonymised and pseudonymised data may be used for research and statistical purposes. Any data collected may be used for research and statistical purposes relevant and compatible with the purpose that the data was collected for.

## 7.0 What are your rights in relation to personal data we process?

**Access:** You can request copies of any of your personal information held by the Council.

**Rectification:** You can ask us to correct any incorrect information.

**Deletion:** You can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability:** You can ask us to transfer your personal data to different services or to you.

**Right to object or restrict processing:** You have the right to object to how your data is being used and how it is going to be used in the future.

For further information, please visit the [Data Protection Act 2018](#) section of our website.

## 8.0 How long will we keep your information for?

We keep and dispose of all records in line with our record retention schedule. Information about this can be found at <https://www.south->

[derbys.gov.uk/assets/attach/4952/Document%20Retention%20Schedule.pdf](http://derbys.gov.uk/assets/attach/4952/Document%20Retention%20Schedule.pdf) and will comply with the Data Protection Act 2018.

## 9.0 What precautions are in place to protect the loss, misuse or alteration of your information?

Your personal data will be stored electronically or in hard copy files as appropriate. The Council uses a variety of different systems to process and store personal data. We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

## 10.0 Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

## 11.0 Under 13s

If you are aged 13 or under, please get your parent/guardian's permission whenever you provide us with personal information.

## 12.0 Where can I get advice and more information?

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to information we hold about you. If you have any worries, questions, or complaints about how your personal information is handled, please contact our Data Protection Officer by emailing [dataprotectionofficer@south-derbys.gov.uk](mailto:dataprotectionofficer@south-derbys.gov.uk) or by telephoning 01283 595795.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate number).

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk).

Further guidance on the use of personal information can be found at [www.ico.org.uk](http://www.ico.org.uk).