

# SportsAid Privacy and Data Protection Statement Notice

## Important

SportsAid is a privacy conscious organisation and is strongly committed to your right to privacy. We have drafted this Privacy and Data Protection Statement in accordance with the Data Protection Act 1998. The purpose of this statement is to set out how personal information that we obtain about you may be used and processed by us.

SportsAid (the operating name of Sports Aid Trust) is a charity registered in England and Wales under Charity Number 1111612, of 21 Bloomsbury Street, London, WC1B 3HF. It operates three athlete programmes – SportsAid awards, Sport England TASS and Sport England Backing the Best. If you are an athlete then during the application process for the relevant programme you will see additional information about how we use and process your personal information.

## SportsAid Use and Storage of Data

The Data Protection Act 1998 means that those who record and process personal information must be open about how the information is used and must follow the eight principles of 'good information handling'.

These principles state that personal data must be:

1. Fairly and lawfully processed
2. Processed for one or more specified and lawful purposes and not for any incompatible purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than is necessary
6. Processed in line with your rights
7. Secure, and
8. Personal data will not be transferred outside the European Economic Area unless that country provides an adequate level of protection

All personal data provided to SportsAid is processed in accordance with the principles of the Data Protection Act 1998. SportsAid will be the data controller in respect of the personal data we process about you, in accordance with this Statement. We are registered with the Information Commissioner's Office as a data controller (registration number is Z5580350). By law, data controllers have to keep to the above principles. If you have any questions about how SportsAid processes your personal data in accordance with these principles or the terms of this Statement, please contact us at [mail@sportsaid.org.uk](mailto:mail@sportsaid.org.uk) and title your email "DATA PROTECTION".

## How does SportsAid collect data?

SportsAid may collect your personal data pursuant to any of the following means (depending on what relationship you have with us):

- a) Through the SportsAid online nomination system and / or the TASS portal
- b) Through the Backing the Best application process
- c) Via the annual athlete survey and / or via the annual national governing body survey
- d) Through a recruitment application form
- e) Through obtaining information for HR records
- f) By donating to SportsAid, completing a challenge event for us and / or attending one of our events
- g) Acceptance for inclusion on the SportsAid mailing list or database

- h) By entering into correspondence (letter / email / telephone) with a SportsAid or TASS employee

## What personal data does SportsAid collect?

The types of personal data we collect depends on whether you are e.g. an athlete, parent/guardian of an athlete, a contact at a sponsor, a staff member or candidate, or an individual donor, and how and why your personal data collected. However, typically, the personal data we collect may include:

- a) your name;
- b) your personal contact details, including postal address, telephone number and e-mail address;
- c) your date of birth;
- d) your gender;
- e) your country of residence;
- f) your MAC and/or IP address;
- g) job application information (if applicable);
- h) your bank account details (where products are purchased or where donations are made); and
- i) any other information necessary for compliance with law.

In addition for athletes nominated to us for one of our programmes we additionally collect:

- a) your sport;
- b) details of your sport club and / or coach;
- c) your nationality and whether you hold a GB passport;
- d) your home nation;
- e) your school or university (and details of your course);
- f) any relevant medical information (TASS only);
- g) your social media details e.g. Facebook, Twitter, Instagram;
- h) your bank account details;
- i) sporting achievements; and
- j) Average annual expenditure on your sport.

In addition if you are making a Backing the Best application or nomination we will collect:

- a) Number of people in household;
- b) parent / guardian / carer's occupation/(s);
- c) Gross annual household income; and
- d) Any other financial information you feel is relevant to your Backing the Best nomination.

## Athletes under 12

As explained on our online nomination page, the online application system is for use only by athletes who are aged 12 or over (and we ask for the verified consent of a parent or legal guardian from all athletes applying online). Athletes under 12 must (together with the verified consent of a parent or legal guardian) submit paper nomination forms. Please contact us using the details above for a paper nomination form if you are under 12 or if you represent an athlete under 12. Our online nomination system will reject any applications from athletes under 12. Paper nomination forms for athlete under 12 will be entered onto the online nomination system by our staff and the paper copies securely destroyed after one year.

## How will SportsAid use my data?

### Athletes

We will use the data you provide to establish and manage our relationship with you and this may include use for some or all of the following purposes:

- a) to provide you with SportsAid services such as supporting you in your chosen sport, advising and assisting you and considering you for SportsAid awards and other benefits;
- b) (with your consent where this is required) to send you SportsAid press releases, e-news or surveys and information regarding SportsAid events (both fundraising and athlete focused) and our work;
- c) (with your consent where this is required) to send you mailings (by email or post) with details of SportsAid events (both fundraising and athlete focused);
- d) to link you to and initiate contact with your buddy at your sponsor (if applicable);
- e) to collect additional information such as latest sporting results.

## All other data subjects

We will use the data you provide to the extent necessary to process your request and this may include use for some or all of the following purposes:

- a) to ensure your donation is processed and is used for the purpose for which it was donated;
- b) to provide you with information on the event to which you have purchased a ticket;
- c) to process the sale we have made to you and ensure that the item purchased is dispatched to you;
- d) to send you information regarding SportsAid events, our fundraising and our work (with your consent, where this is required);
- e) to consider your application for employment; or
- f) to ensure internal monitoring procedures are complied with.

## Is information passed to third parties?

SportsAid will only transfer your data to third parties in restricted circumstances and where it is lawful to do so.

We may disclose your personal data in the following circumstances:

- From time to time, SportsAid may use third party service providers. These service providers may have access to your personal data to perform services on behalf of and at the instruction of SportsAid.
- We are a registered charity and we may need to disclose your personal information to the Charities Commissioner which regulates charities. Wherever possible and appropriate we will anonymise that information (i.e. so that you cannot be identified) before making any such disclosure.
- We may also disclose personal information on our athletes to other persons or organisations on the athlete's (or their parent/guardian's, as applicable) express permission.
- We may also share your personal data with certain third parties for marketing purposes, as set out in the section below titled 'Is information used for marketing purposes?'.
- We may also disclose personal information on our athletes to other persons or organisations on the athlete's (or their parent/guardian's as applicable) express permission, such as to sports governing bodies or funding partners. This express permission is given as part of the nomination process.

## Is information used for marketing purposes?

Where we have your consent where this is required, or it is otherwise lawful to do so, we may provide you with direct marketing communications about SportsAid events, products and services, our work,

press releases, e-news or surveys, or let you know about future awards which may benefit our athletes or future fundraising initiatives which might be of interest to our donors. In each case, such information may be sent to you by post or by e-mail, telephone or SMS. Such communications may also be provided by third parties acting on our behalf – these communications will be clear that they are communications from SportsAid.

Some SportsAid awards are made in conjunction with one or more of our funding partners. In this instance, you will be informed in advance of the details of the funding partner(s) in question and SportsAid will oversee the communication in the early stages.

For athletes, we will provide further information about such use of your personal data and we will seek your consent (and your parent/guardian's consent as appropriate) to permit such communications from our funding partners, when you complete the form related to receiving a SportsAid award. Your personal data may be disclosed to such funding partners in order for them to send you mailings with details of their own events (by email and/or post) and find out how you are progressing in your sport and how the SportsAid award has helped you (as applicable).

If you receive marketing materials from us, you may unsubscribe at any time and/or opt out of receiving any other marketing or promotional materials, by following the instructions contained within the relevant e-mail, letter, text or other form of correspondence, or you can follow the steps outlined in the section below, headed "How can I be removed from SportsAid's mailing list?". If you wish to opt-out from receiving marketing materials from any of our funding partners, please contact the relevant business directly.

## Will information be transferred abroad?

Your personal data will not be transferred outside of the European Economic Area [except in accordance with the Data Protection Act 1998 and where there is adequate protection in place]. Where we work with global partners, we receive assurances from them that personal data will be held in the European Economic Area.

## Access to personal information?

SportsAid tries to be as open as it can be in terms of giving people access to their personal information. You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act 1998. Make your request, in writing, to us at [mail@sportsaid.org.uk](mailto:mail@sportsaid.org.uk) with the subject "DATA PROTECTION – SUBJECT ACCESS REQUEST". Your request should include details (and we may ask you to securely provide documented evidence) of who you are (e.g. a copy of your driving licence, passport or birth certificate). If you can please also provide as much detail as possible regarding the information you wish to access (e.g. specific details of information required, date periods, search terms if you wish to have us narrow the search for your personal data in this way, who you have been in contact with at SportsAid).

You are not required to state WHY you wish to access the information but if you can please do include any details which will help us locate and retrieve the information (such as those mentioned above).

SportsAid adopts a general policy of openness in terms of allowing individuals access to their personal information, however we are a registered charity and therefore we may decide to charge the £10 administration fee (permitted under the Data Protection Act 1998). If we do this, we will ask for it promptly and please note that the time period for replying to subject access requests will only begin once the fee has been received.

If we do hold information about you we will (if you ask for this):

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to

- Let you have a copy of the information in an intelligible form

All efforts will be made to provide you with a response within 40 calendar days as required by the Data Protection Act 1998. If there is any delay (e.g. where circumstances beyond our control mean we cannot access all of the personal data we hold about you and we need to ask others to assist us) then we will write to you in advance of the statutory deadline to explain this and we will keep you fully informed about progress and respond with your personal data as soon as we can.

## How can I be removed from SportsAid's mailing list?

If you want to prevent further mailings from us, please request this in writing either to 21 Bloomsbury Street, London, WC1B 3HF or [mail@sportsaid.org.uk](mailto:mail@sportsaid.org.uk). We will try to do this as soon as we can but please note that it may take us a reasonable amount of time (up to 28 days) for SportsAid to action your request. In addition, each electronic mailing we send you will contain details of how you can unsubscribe by emailing us.

## Contact us

If you have any comments or queries in connection with our Privacy and Data Protection Notice, please contact us at [mail@sportsaid.org.uk](mailto:mail@sportsaid.org.uk) or call 020 7273 1975 or write to SportsAid, 21 Bloomsbury Street, London, WC1B 3HF