

## **Privacy Notice for Sports Development Service**

### **Who we are:**

Sports Development team  
Royal Borough of Windsor and Maidenhead  
Town Hall  
Maidenhead  
SL6 1RF

### **Lawful basis for processing the information:**

Local Government Act 1972 and Local government Act 1988 in terms of reporting health outcomes

### **How we collect information about you:**

Sports Clubs/Activity Providers - Personal data may be collected by adding your details to the Royal Borough website to promote your activity, or your club/contact details are collected from relevant public websites where you have indicated a preferred method of contact for you regarding opportunities to support your club with recruitment and other relevant support services.

General Public- Information is collected as required by those taking part in activities where there is information needed for contact purposes, in order to access readiness. This may include medical information as applicable for an activity or a request has been made for more information on relevant services.

Where there are previous initiatives. i.e. annual schemes like the sports bursaries, we will send information to previous applicants who may be interested in applying again

Externally funded activity- If the general public access an activity/initiative as part of an externally funded project i.e. using Sport England funding, you may be asked to supply contact details, information needed to check readiness for an activity or information needed for requirements of the fund. There may be a request to pass this information on to an external third party organisation by your consent. Where this happens there will always be the facility to withdraw your consent as easily as it was provided.

### **Information that is collected:**

Name, address, contact details, preferred method of contact, public contact details, medical history, emergency contact details, doctors details, accident/incident details/ evaluation/ website/ travel documents/DBS number/references/invoice details/ bank details/images and videos consent/ Permission for Under 18's to take part in activity/ projects or equivalent.

### **How we use the information provided:**

To promote relevant opportunities. To respond to requests for information. To assess readiness for activity. To check safeguarding requirements are in place. To support activity providers to promote their activity to the public if agreed by you. To distribute funding i.e. sports bursaries. To help evaluate programmes i.e. number of recipients/ what they think about an activity. To publish to a newsletter or equivalent distribution on request/ using images/videos with permission for the website, social media and press and permission to be named

### **Who has access to the information about you:**

Sports Development Team/Other relevant services if there is a safeguarding issue/ Emergency services in an emergency.

### **Who we may share your information with:**

Where projects are externally funded there may be a request for information to be passed on regarding participants. This will only be done with your consent and there will always be an option to withdraw your consent at any time.

Where an external activity provider continues an activity started by the borough, participants will be given the opportunity to opt out of the information being transferred across to the new provider.

### **How long we store your information:**

Where club/activity provider contact details provided to us for publication are personal data, they will be published until we are informed they are no longer valid.

Where the contact details of the club/activities representative are personal data they will be kept for promotion of relevant opportunities until a request is made to remove/amend the details.

For all other information, this will be stored for the duration of a project. i.e. medical details for an activity until the activity no longer runs under the borough or until a request is made to take this off or amend it.

Financial information i.e. Sports bursaries to be kept within financial systems only and stored for 6 years plus the current financial year.

**Does your service utilise automated decision making? – No**