



Privacy Notice

We (Links School Sport Partnership) collect personal information in a variety of ways e.g. via paper or online forms, by telephone or in face to face meetings, by email and letters. This information may have been provided directly by you, your representative, a member of staff or by another organisation where there is a legal reason for them to share your information with us.

How we will use your information

We will use the information you provide in order to:

- *deliver effective services to you / your group and understand your needs*
- *ensure that we fulfil our legal obligations*
- *maintain and update your customer records or contact details*
- *contact you when we need to*
- *obtain your opinion and feedback about the services we provide*

The following information provided to us will be used to fulfil a contract between us and you and to be able to deliver an effective service; for example a Sports Competition, Festival, course, training or attending an event:

- *Names*
- *Telephone numbers*
- *Organisation details*
- *Addresses*
- *Email addresses*
- *Age / date of birth / school year group*
- *Gender*
- *IP address*

The following information provided to us will be used to protect the vital interests of everyone by making sure the service is appropriate to the needs to everyone, to keep everyone safe and to be able to act in an emergency situation:

- *List of all participants*
- *Medical details and dietary information*
- *Special Educational Needs and Disabilities*



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- *Emergency contact details and next of kin details*

Failure to provide this information will result in us not being able to deliver the service to you in an effective and safe manner.

Information transferred outside the EU

<u>Data Processor</u>	<u>Information</u>	<u>Protection</u>	<u>Opting out</u>
<i>G Suite Business Applications (Worldwide) And Microsoft Hotmail</i>	<i>Name Email address IP address Geographical location</i>	<i>See Google's commitment to the GDPR See Microsofts commitment to the GDPR</i>	<i>Please call us to opt out and we will communicate without using the G Suite Business Applications</i>

Who we will share your information with

Accredited courses only

We will share your information with the following third parties:

- *National Governing Bodies and Awarding Organisations*

We only provide the minimum information necessary to enable them to provide services to you and it is done with either the relevant contracts and / or information sharing agreements in place. These organisations are required to retain your information in a secure manner and only use it to undertake the services they provide to you on our behalf; for example to provide you with a certificate should you pass an accredited course.

All other bookings

Your information will only be used by us and we will not share it with any third party.

How long we will keep your information



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This varies depending on the type of information, as well as the legal requirements and reason we are keeping the information. In some instances the law sets the length of time information has to be kept. We also have retention and disposal schedules which give details about how long we need to keep different types of information.

Adult only groups

The information you provide may be kept for up to 7 years from the day of trip / course after which it will be deleted.

Groups with any children under 18

The information you provide may be kept until the youngest child in your group reaches 25 years old after which it will be deleted.

How we keep your data safe

Your data will be kept secure in line with our Data Protection Policy. [See All Saints Catholic High School Data Protection policy.](#)

What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our Data Protection web page:

<http://www.allsaints.sheffield.sch.uk/gdpr.html>