



## SPORTED PRIVACY NOTICE FOR VOLUNTEERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your relationship with us as a volunteer. This notice applies to current and former volunteers and this notice is not a contract of employment or other contract to provide services. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

### PERSONAL INFORMATION WE MAY COLLECT FROM YOU

When you sign up to become a volunteer with us, you may provide us with or we may obtain personal information about you, such as information regarding your:

- personal contact details such as name, title, home and email addresses and telephone numbers;
- date of birth
- gender;
- bank account details for payment of any out of pocket expenses;
- records of your volunteering history;
- referee details and any references provided;
- performance including any feedback provided to us by yourself, members of staff or other third parties;
- the location in which you are volunteering;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- records of your attendance at any events hosted by us; and
- images in video and/or photographic form and voice recordings.

### SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following “special categories” of more sensitive personal information regarding you:

- information about your race or ethnicity;
- information about your religious beliefs;
- information about disability.

We may not collect any or all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so for gathering data for reporting and analytical purposes and always on an anonymous basis.



We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations (for example, if the nature of the volunteering duties makes information about criminal records relevant to your suitability) or based on your explicit consent.

## HOW DO WE COLLECT YOUR INFORMATION?

We typically collect personal information about our volunteers through the application process, directly from you. We also may collect personal information about you from any third party references you provide as part of the application process for becoming a volunteer or from any feedback provided to us about your performance as a volunteer. If you are providing us with details of referees, they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with them. They also have the same rights as set out in the "Your rights in relation to personal information" section below.

## LAWFUL BASIS

By completing an application to become a Sported volunteer, you are agreeing to us holding your information in our volunteer database and accepting that as a Sported Volunteer we have a legitimate interest to ensure that our volunteers are suitable for the role.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you 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 volunteer or we may not be able to properly perform our arrangements with you or comply with legal obligations and we may have to terminate your position as a volunteer. 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 arrangements with you as a volunteer.

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 in the "Contacting us" section below. Please note however 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 as a volunteer.

### HOW DO WE USE THE INFORMATION YOU GIVE US?

- We use your application and skills information in making a decision about your appointment, assessing your experience for a particular role or task as a volunteer and managing the appointment process.
- We use your contact details to link you to members in order for you to be able to provide them support.
- We use your banking details to pay you for any out of pocket expenses.
- We use your contact details to send you information we think you might find useful, for example through the Volunteer Newsletter provided you have indicated that you are happy to be contacted for these purposes. **You are able to unsubscribe from Sported mailings at any time.**
- We may also use your personal information in creating statistical data for research and evaluation purposes and for fundraising efforts – we do not include any identifying personal information in the statistical data or in our reports based on this data.
- We process criminal records history on the basis of legal obligations or based on your explicit consent.
- We may also use information to comply with our legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements.

### WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

- We will share your personal contact information with a Sported Member to allow them to make contact with you and arrange for you to provide Light Touch or Mentoring support to them.
- We may share personal details with a partner when organising a visit or event when you have consented for us to do so.
- We may share data with government, regulators or law enforcement when legally required to do so.
- We may share data where you have asked us to provide references to future employers or organisations you may wish to volunteer for.



## TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK.

## HOW DO WE KEEP YOUR PERSONAL INFORMATION?

Sported will keep volunteers' personal information only as long as it is necessary to satisfy the purposes for which it was obtained, or as legally required. Access to volunteer file materials containing personal information is restricted to Sported Employees and authorised service providers who need it to do their jobs.

Volunteers may always correct their personal information. If a volunteer feels that any of our information about them is inaccurate or incomplete, the volunteer has the right to ask us to change it or delete it. If a volunteer's personal information is wrong in any way, Sported will make the required changes.

At the end of an agreed retention period your information will be securely and confidentially destroyed.

## HOW LONG DO WE HOLD ON TO YOUR PERSONAL INFORMATION?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.

Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years (if you are currently volunteering with us, this may be for 6 years after you last volunteered for us). Exceptions to this rule is Information that may be relevant to personal injury claims may be retained until the limitation period for those types of claims has expired. For personal injury claims this can be an extended period as the limitation period might not start to run until a long time after you have volunteered for us.



## WHAT ARE YOUR RIGHTS?

You are entitled by law to ask for a copy of your personal information at any time. You are also entitled to ask us to correct, delete, restrict or stop the processing of your personal information or update your personal information, to send your personal information to you or another organisation and to object to automated decision making. Where you have given us your consent to use your personal information in a particular manner, you also have the right to withdraw this consent at any time.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of these rights, or if you have any questions you can contact us at [volunteer@sported.org.uk](mailto:volunteer@sported.org.uk). You can also unsubscribe from any **direct marketing** by clicking on the unsubscribe link in the marketing messages we send to you.

If you are unhappy with the way we are using your personal information you can complain to us or the UK Information Commissioner's Office:-

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

We are here to help and would encourage you to contact us to resolve your complaint first.



## CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

## CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email [volunteer@sported.org.uk](mailto:volunteer@sported.org.uk) or write to us at Sported, House of Sport (4<sup>th</sup> Floor), 190 Great Dover Street, London, SE1 4YB.

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