



SPORTED PRIVACY NOTICE FOR MEMBERS AND GRANTEES

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 organisation's membership and interactions with us. 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 your organisation up for membership with us, you may provide us with, or we may obtain personal information about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, home and email addresses and telephone numbers;
- gender;
- records of your interactions with us such as telephone conversations, webinars, events, emails and other correspondence and your instructions to us;
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, usernames 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; and
- 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.

HOW DO WE COLLECT YOUR INFORMATION?

We typically collect personal information when you apply for your organisation to become a member of Sported or when you apply for a grant from us through our website.



LAWFUL BASIS

By acting as a representative of an organisation and completing an application for a grant or Sported membership, **you are agreeing to us collecting, using and storing your personal information in relation to that grant or membership and accepting that as a representative of the Sported member organisation we have a legitimate interest to send you information** that we feel benefits your organisation in furthering its Sport for Development aims.

HOW DO WE USE THE INFORMATION YOU GIVE US?

- We may use your personal information to provide you with any support your organisation has requested from Sported and managing our relationship with your organisation.
- We may use your personal information to send you information we think your organisation might find useful, for example; newsletters and funding updates, provided you have indicated that you are happy to be contacted for these purposes. **You are able to unsubscribe from Sported mailings.**
- 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.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

- We may share your personal contact information with a Sported volunteer to allow them to make contact with you and arrange to provide support for your organisation.
- We may share your 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 your details with 3rd parties when you have expressed interest in a service or benefit advertised by Sported.

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

Members may always correct their personal information. If a member feels that any of our information about them is inaccurate or incomplete, the member has the right to ask us to amend or delete it. If a member'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. 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.

If your organisation has received a grant from Sported, we may keep contact information for up to 7 years in case we need to contact you for auditing purposes.

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 or update your personal information, to send your personal information to you or another organisation, to ask us to restrict or stop the processing of your personal information 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 legal 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 membership@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.

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/COMPLAINTS

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

You can complain to 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.

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