

SPORT & ACTIVE LIFESTYLES – PRIVACY NOTICE

Sport & Active Lifestyles use of your personal information

About this Notice

We want to ensure you understand how Sport & Active Lifestyles at Leeds Beckett University will collect, use and store the personal data you provide to us and that you know your rights in relation to accessing your personal data that we hold. This includes you being able to make choices about whether or not you want us to use certain types of information about yourself for particular purposes.

The Law

Sport & Active Lifestyles are committed to protecting your privacy and will collect, process and share your personal data safely and securely. The organisation responsible for looking after your personal data (Data Controller) is Leeds Beckett University.

We will process your personal data in accordance with the Data Protection Act 1998 (“DPA”) until 25 May 2018, thereafter in accordance with the General Data Protection Regulations (“GDPR”) or any successor legislation to the GDPR or the DPA.

The legal basis under which processing of your personal data takes place is for the performance of a contract with you as our customer and consent for marketing of our services or where appropriate to comply with a legal obligation.

Information we collect about you

We will process your personal data when you are:

- Applying for a Sport & Active Lifestyles Membership
- Applying for a Sport & Active Lifestyles programme, activity, event or course
- Applying for a Carnegie Coach Education course
- Booking an event and/or hiring our sports facilities
- Applying on behalf of a minor for our junior programmes via the parent or legal guardian
- Engaging with the university as a Coach, Tutor or Instructor
- Using our sports facilities, e.g accident reporting and usage
- Taking part in competitions, customer surveys or questionnaires
- In contact with our department or we need to provide required service information to you

Sport & Active Lifestyles may collect the following categories of personal data on application or communication with us:

- Personal and contact information including your name, address, email address, telephone number(s), gender, date of birth, staff/student id
- Financial information including invoice or BACS details, bank details for paying for a Sport & Active Lifestyles Membership, programme, event or Carnegie Coach Education course, processing payment and award claims, raising invoices for goods and services provided
- Copies of documents you provide to prove your identity or eligibility (including driving licence and passport) where there is a legal requirement to verify this information
- Where the service user is a child we will provide this notice and seek consent as appropriate from their parent or legal guardian
- Visual images where prior consent is granted by you for the purpose of marketing and communication of our services

Sharing your information

Information will be shared with third parties only when necessary and a requirement to do so. The recipients of any personal data we collect and the purpose are as follows:

- Sport & Active Lifestyles for the purpose of performing a service or contract with you
- Leeds Beckett University departments including, but not limited to, Financial Services and Payroll for the purpose of payment processing
- Professional bodies, including National Governing Bodies (NGB's) within sport for the purpose of registration or processing with them e.g. Athletic Union members, course completions, participating in a sports activity programme or event or agreement of a scholarship or award programme
- Professional bodies for the purpose of providing analytical data where project funding is awarded to Sport & Active Lifestyles. Personal data in such instances would be anonymised
- British Universities & Colleges Sport (BUCS) for the purpose of administration of competitions
- External examiners for the purpose of assessment
- Other bodies involved in the delivery of the course or programme eg affiliated organisations, for the purpose of statistical analysis, assessment, administration and award
- Emergency services or other regulatory bodies for the purpose of accident reporting, first aid provision and complying with health and safety investigations and reporting
- Third parties which undertake on behalf of the university for the purpose of providing payment processing and debt collection services
- We are not permitted to transfer personal data outside of the EEA unless there is adequate protection in place

Your marketing preferences

We may contact you via email:

- with offers and information about the products and services we offer
- for the purpose of customer research to help improve our service

To stop receiving marketing from us select the “unsubscribe” option in communications we send.

Sport & Active Lifestyles will not share your personal data with any third party organisations for their own marketing purposes.

Protecting & securing your personal data

Your personal data is protected via secure university servers and networks when applying our buying our products and services in person or online.

Your personal data will be retained in accordance with the retention periods set out in the university Records Retention Schedule. We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. At the end of a retention period, your personal data will be deleted or anonymised (so it can no longer be associated with you) for research or statistical purposes.

Our university website has a separate Privacy Policy that covers confidentiality, security, the collection of personal data and site usage information including cookies. This policy can be found at www.leedsbeckett.ac.uk/privacy.

Your Rights

As a person whose personal data we are processing, you have certain rights in respect of that personal data; you have the right:

- To withdraw consent
- To access your personal data that we process
- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or incomplete
- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing
- To restrict the processing of your personal data in certain ways
- To obtain your personal data for reuse
- To object certain processing of your personal data
- To complain to the Information Commissioner’s Office about the way in which we process your personal data

Leeds Beckett University’s Data Protection policy is updated from time to time and is publicly accessible at www.leedsbeckett.ac.uk/public-information/dataprotection/.

If you have any questions about how we collect, keep and use your personal data please contact us at sport@leedsbeckett.ac.uk or in writing to: Head of Sport, Leeds Beckett University, Sport & Active Lifestyles, Carnegie Annexe, Headingley, Leeds LS6 3QS.