

## **Privacy Notice for Sports & Active Living**

**September 2018  
V1.0**



# Sports & Active Living

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- Members of the public using the Sports & Active Living service

It describes how we collect, use and share personal information about you

- In relation to sports and active living
- the types of personal information we need to process, including information the law describes as 'special' category because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held may be done so in a variety of ways but will not include automated decisions

## Purpose(s)

We collect your personal information for the following purpose(s):

- To ensure that volunteers and sports coaches hold the relevant qualifications when delivering our service
- For review of our service e.g. questionnaires

## Categories of personal data

In order to carry out these purposes we collect and obtain:

- Basic details about you such as name, address, telephone number, email address and date of birth.
- Relevant qualifications
- Medical history – special category data

## Legal basis for processing

The legal basis for processing your personal information is:

- performing or exercising obligations as part of a legal requirement including, The Care Act 2014
- where you have given us consent to do so

## Information sharing/recipients

We may collect and share personal information about you with the following types of organisations:

- Schools
- Teams within the council in order to provide our service to you
- Disclosure and Barring Service

We may share information with the organisations listed above in order to provide a service to you or where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations

## Automated Decisions

For this service:

- An automated decision is made when there is a record on the DBS which barred an individual from working with young people

## Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## Rights of individuals

You may exercise the rights listed in the guide below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information

Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at [information.security@bolton.gov.uk](mailto:information.security@bolton.gov.uk)

## **Updates to Privacy Notice**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details