

Data Protection Policy

Introduction

Sport Structures is fully committed to protecting the rights and privacy of individuals operating in accordance with the statutory legislation outlined within the Data Protection Act 2018 and in accordance with the statutory legislation outlined with the General Data Protection Regulation (GDPR). In doing so we are committed to protecting the privacy and confidentiality of the data provided to us. Any decisions for the disclosure, retention or disposal of information are made in line with relevant legislation.

We recognise that the first priority under the Data Protection Act 2018 is to avoid causing harm to individuals. On this basis we keep information securely in the right hands, maintain the quality of the information and retain or dispose of the information as appropriate.

Information about our personnel, learners and other individuals will only be used in line with established regulations. Personal data will be collected, recorded, and used fairly, stored safely and securely and not disclosed to any third party unlawfully. This also includes sensitive information such as ethnic background, political opinions, religious beliefs, health, sexual health, and criminal records. It is ultimately the responsibility of the Head of the Centre, Kath Percival, to ensure that this policy is published, accessible and implemented across all personnel, learners and by any relevant third parties. However, the Qualification Coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the learners who commence courses/programmes in their area.

Scope

This policy applies to all individuals, including staff, students, and affiliates, who engage in the processing of personal data. Additionally, it extends to external organisations or agents who may access and process personal data on behalf of Sport Structures.

External parties collaborating with Sport Structures are required to familiarise themselves with this policy and adhere to its provisions. The respective School or Service responsible for liaising with external entities must ensure that these third parties formally commit to complying with the policy.

Policy Statement

The adherence to this policy is a condition of employment that employees and associates will familiarise themselves with and act in accordance with this policy.

Sport Structures may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be managed in accordance with Sport Structures' policy framework. Any failure to follow this policy by staff or associates may result in disciplinary action.

Objectives

As the lawful and correct treatment of personal data is critical to our successful operations and to maintaining confidence, Sport Structures is committed to operating in line with the General Data Protection Regulation (GDPR) (EU) 2016/679 and principles by:

- Collecting accurate personal data only.
- Protecting staff, learners' and other individuals' personal details and any related records using this data fairly and only for specified purposes.
- Using personal data in an adequate and relevant manner, which is not excessive.
- Holding personal data only for the time period required, including those stated by awarding organisations.
- Maintaining personal data safely and securely.
- Releasing personal data only to authorised individuals/parties and not outside the UK without adequate protection and the individual's permission.
- Adhering to regulations and related procedures to ensure that all employees who have access to and handle any personal data held by or on behalf of Sport Structures in line with individual's data protection rights and are fully aware of and abide by their duties under the Data Protection Act 2018, including handling data with transparency, asking for a written consent, accountability and portability.
- Providing staff/associates with the right to the erasure of personal data concerning him/her without undue delay if the following grounds apply:
 - Personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
 - The data subject withdraws consent on which the processing is based and where there is no other legal ground for the processing.
 - Personal data have been unlawfully processed.
 - The personal data must be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.

Allegations Reporting Procedure

Learners are required to report any allegation in relation to the unlawful treatment of personal data via the Sport Structures learner complaint procedure.

A complaint should be made if individuals feel that records of their personal data have been:

- Lost or not protected.
- Obtained through unlawful disclosure or unauthorised access.

- Recorded inaccurately and/or in a misleading manner.
- Provided to a third party without permission.
- Held longer than required.
- Used for unlawful purposes.

Where required, Sport Structures will take appropriate action/corrective measures against unauthorised/unlawful treatment, loss, destruction, or damage to personal data.

We will maintain records of processing activities only in cases where such processing activities are likely to pose a high risk to the rights and freedoms of individuals, determined by factors such as the nature, scope, context, and purposes of the processing, with examples including the handling of special category data on a large scale or the use of innovative technologies for processing large volumes of personal data.

The designated Senior Responsible Officer is:
Colin Geenes Mobile: 07917 388169 Email: Colin.Geenes@sportstructures.com

Data Subject Rights

The rights given to data subjects under Data Protection legislation are:

- the right to be informed.
- the right of access to the information held about them.
- the right to rectification.
- the right to erasure.
- the right to restrict processing.
- the right to data portability.
- the right to object.
- rights in relation to automated decision-making and profiling.

Under Data Protection Regulation legislation, data subjects have the right of access to their personal data held by Sport Structures.

Data Protection Definitions

"Data Subject"	Refers to any living individual who is the subject of Personal Data held by an organisation.
"Data Controller"	In the context of the majority of Personal Data held by Sport Structures, Sport Structures itself serves as the Data Controller. A Data Controller is an entity or individual responsible for making decisions regarding specific Personal Data, including decisions related to its processing purposes and methods.
"Personal Data"	Denotes data relating to a living individual that can identify said individual, either directly or when combined with other information held by Sport Structures. This encompasses various identifiers such as name, address, contact details, student or staff ID numbers, educational history, and photographs, among others. Additionally, it includes expressions of opinion about individuals and Sport Structures' intentions concerning them.
"Process or Processing"	It encompasses any operation or series of operations performed on Personal Data, whether automated or not. This includes activities such as collection, recording, organisation, storage, retrieval, consultation, use, disclosure, transmission, dissemination, erasure, or destruction.
"Third Party"	Any individual or organisation other than the Data Subject or the Data Controller, or an employee of Sport Structures who process Personal Data on behalf of the Sport Structures in compliance with this policy.