

Data Protection Policy

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.

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 data protection 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.

The designated Data Protection Officer is:
Simon Kirkland Sport Structures, Suite 8, The Cloisters, 12 George Road, Edgbaston, Birmingham, B15 1NP Mobile: 07917 388 172 Email: Simon.Kirkland@sportstructures.com