

UWE Bristol Sport Sport Volunteering Programme – Data Protection Privacy Statement in accordance with the Data Protection Act (2018)

Your Personal Information

- We will process your non-sensitive and sensitive personal data that you give us during your membership application.
- In some instances we will process your non-sensitive and sensitive personal data that others have given us with your permission, for example your doctor. This may include information about your physical and mental health.
- We will also collect information on your engagement with the programme
- You are not required to give us your personal data, but if you limit the data you give us it will limit the service we can give you.

Using your personal information

- We will only use your personal data for the purposes of:
- Processing your application
- Processing and administering any bookings of courses made for you to relevant parties on a strictly need to know basis
- Responding to any complaints you make about our services
- Monitoring, evaluating, auditing and developing you and our service
- Enforcing our terms and conditions
- Notifying you of changes to your application/ placement
- Notifying you to complete your volunteering hours
- Sending you email marketing communications which you have opted in to, these may include (but are not limited to) special offers, newsletters, events and promotions and/or opportunities for volunteering
- Undertaking research questionnaires
- Where you have proactively given your written permission to have photographs taken and used in online and offline marketing materials
- Where you have opted in occasionally contacting you by phone or SMS to communicate very targeted marketing communications

The legal grounds we use to process your data will include:

- your explicit consent
- protecting you or others from serious risks of harm
- meeting our legal obligations, or other grounds of substantial public interest
- pursuing our legitimate interests (e.g. upholding UWE regulations)
- purposes of entering into a contract

We will keep your data for up to 12 months after you graduate. After this period your data will be securely deleted or destroyed.

Sharing your personal information

We will only share relevant items of your information where it is necessary to fulfil the purposes listed above. Sharing will also follow professional ethical guidelines.

Recipients of your personal data will include:

- professional services staff with The SU at UWE (eg. Sports Participation & Leadership Coordinator)
- in the event of an emergency, your emergency contact (if you have given us one) and/or relevant NHS services.
- your course/programme leader (eg. if you are a placement student)
- child services and/or local council if concerns are raised about a minor whilst on site. In line with legal obligations and our child protection policy
- for photographs, the appointed graphic design agency for use in UWE CFS design work only

We will not share your personal data with third parties without your consent unless legally required or permitted to do so.

Your rights and choices

In respect of your personal data held by us, you have the following qualified rights to:

- access it
- receive it in a structured machine readable format
- rectify it if it is not accurate or complete
- erase it, for example by removing your consent
- restrict its processing
- object to its processing
- complain to the Information Commissioner's Office (ICO)

To find out more or to exercise any of these rights please contact the Data Protection Officer.

How to contact us

- For questions about the Centre for Sport, please phone 0117 3286200 or email uwebristolsport@uwe.ac.uk.
- For data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or dataprotection@uwe.ac.uk.
- For complaints, please contact Complaints