

UWE Bristol Sport Privacy Notice

Introduction

This notice applies to Centre for Sport services given to students, staff, community members, applicants, Centre users and other clients, by us, the University of the West of England. We will process your data in accordance with the Data Protection Act (2018). The data controller is the University of the West of England.

Your personal information

We will process your non-sensitive and sensitive personal data that you give us during your membership application and/or use of UWE CFS services or facilities, for example a sports hall booking, children's party, events attendance.

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 usage of UWE CFS facilities.

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 membership application
- Processing and administering any bookings of facilities or services made by you
- Responding to any complaints you make about our services
- Monitoring, evaluating, auditing and developing our services
- Processing and treating you in our physiotherapy and sports massage clinics
- Carrying out our obligations arising from any contract entered into by you and us
- Enforcing our terms and conditions
- Notifying you of changes to your membership and essential information regarding our services and facilities
- Aftersales from UWE CFS events where you have provided us with your contact details and consent to contact you
- 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 of our services and facilities
- Undertaking research through membership surveys and post-event 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
- Processing job applications

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 (eg. upholding UWE regulations)
- purposes of entering into a contract

We will keep your data for the duration of your contract with UWE CFS and up to 13 months from your contract end date. For bookings and ad hoc Centre usage we will keep your data for up to 13 months after your last contact with us. Where you have consented to receive marketing communications but your membership has expired we will keep your data for a period of 13 months from the expiry date. We are required to keep any data relating to medical reporting for a period of three years.

In some instances, where there is a separate agreement which you have signed, you will have given permission for us to keep your data for a defined period that is different to the terms defined above. One example of this is a photo and video permission form.

You will have the option to opt out at any time by [updating your preferences](#). 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
- corporate membership data will be shared with your employer to show usage of the facilities and 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.

Any international transfers of your data (outside the EEA) will be protected by appropriate safeguard mechanisms such as an adequacy decision by the European Commission. Otherwise your data will not be transferred overseas without your consent.

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 centreforsport@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](#)