

# UWE Move Privacy Notice

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## Introduction

This notice applies to the services given to students, staff and community members 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, this includes the Centre for Sport and The Students' Union. This will include information about yourself including medical conditions. If you do not give us correct information, the service you receive may not be the most suitable.

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 Move application
- Booking you on to the relevant activity
- Responding to any complaints you make about our services
- Identifying if you have a medical condition that we need to be aware of to ensure your safety taking part in activities
- Monitoring, evaluating, auditing and developing our services
- 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 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).

We do not use automated decision making within UWE Sport.

We will keep your data for the duration of your membership and up to 13 months from your membership end date. 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. 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:

- Centre for Sport and The Students' Union Staff
- Coaches, Instructors and Officials for the activities you sign up for
- UWE Move Activators for the activities you sign up for
- Third Parties such as National Governing Bodies for monitoring purposes, all Third Parties will have signed a Data Processing Agreement
- in the event of an emergency, your emergency contact (if you have given us one)
- for photographs, the appointed graphic design agency for use in UWE CFS design work only

We will not transfer your personal data outside the European Economic Area without your consent unless appropriate safeguards are in place.

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](mailto: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](mailto:dataprotection@uwe.ac.uk).
- For complaints, please contact [Complaints](#)