

## **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 [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