

SFSS Privacy Policy

SFSS commitment to Privacy

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Introduction

The website is maintained by Sheffield Federation for School Sports. For the purposes of data protection SFSS is the data controller

Sheffield Federation for School Sports is the owner of www.sfss.co.uk and we are committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 and up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

The information we collect about you

We may be provided with information about you from yourself, from schools you attend and also from your parents/guardians (if you are a school or college pupil).

- **If you are a pupil** that information could include: name, date of birth, age group, gender, email address, parental/carer contact details, address, telephone number and name of the the school/college attended.
- **If you are a Federation or Association Officer, Team Manager or Team Assistant**, that information could include name, date of birth, gender, email address, address, telephone number and address in the case of

How we use your information

We may use your personal information for a number of purposes, including:

- To deal with your requests and enquiries
- To contact you for reasons related to your enquiry
- To provide the results for events
- To provide information for selection for events
- For insurance purposes

Our legal bases for processing your information

We will process your Data on the basis of the following legitimate interests:

- Providing relevant and necessary information via email, text, phone, post to you : for example, transactional information relating to school affiliation, representative teams, competition and events, courses/venues, coaching sessions.
- Providing relevant and necessary information to others via the SFSS website or via

email, text, phone, post; for example to inform team managers as to who has been selected for a particular competition or to process entries for competition

- Providing competition results..
- Regular monitoring of trends in Association sports to allow SFSS to make informed operational decisions and create reports for Officers . Where possible, your Data will be anonymised before being analysed.

Where you have opted in to additional communications, we will process your Data on the basis of consent.

If you take part in a representative team, we will share your Data with the bodies identified on individual Association audits as part of the administration of your involvement in the sport:

We will only share what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose we will ask your consent.

SFSS may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection.

If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detention of crime, or that SFSS is legally obliged to disclose it.

This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

Protecting your information

The data that we collect from you may be transferred to a destination external to SFSS's own secure network. We will not transfer your data outside the European Economic Area.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy. The internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet.

Finding out what information SFSS holds about you

Under the Data protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the SFSS Data Protection Officer, via secretary@sfss.co.uk

You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting.

Data retention

Any data that we collect from you will be deleted in accordance with the timescales set out in the Federation's Privacy Statement.

Changes to our Privacy Policy

We regularly review our privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated on 12/06/18

Contacting SFSS about this Privacy Policy

If you have any questions or comments about this Privacy Policy please contact us at: secretary@sfss.co.uk

SFSS
14/06/18