

## Sheffield Federation for School Sports – Privacy Statement

### About us.

Sheffield Federation for School Sports is a charity registered in England and Wales with the Charity Commission, with number 523931. Sheffield Federation for School Sports is the data controller under data protection legislation. The word 'Association' refers to the individual sport Associations which are affiliated to the Federation. A full list of these can be found on the Federation website.

### What data will we collect

1. When taking part as a pupil in competitions and events organised by Sheffield Federation for School Sports or one of its Associations, we will collect information about you which may include your name, date of birth, gender and name of the school/college you attend. **(Group 1)**
2. When taking part as a pupil in competitions and events as a representative of a Sheffield team organised by Sheffield Federation for School Sports or one of its Associations\*, we will collect information about you which may include your name, date of birth, gender, email address, address, telephone number and name of the school/college you attend. We may also collect the full name, address and telephone numbers of two emergency contacts nominated by you. **(Group 2)**
3. When taking part in the Federation as a Federation Officer, Association\* Officer, Team Manager or Team Assistant we will collect information about you which may include your name, date of birth, gender, email address, address, telephone number and place of work. We may also collect the full name, address and telephone numbers of two emergency contacts nominated by you. **(Group 3)**

### Why we will collect it

We will collect and process your Data as follows:

1. **Group 1 & Group 2.** We will collect and process your Data for the purposes of entering you for competition, providing results of competitions and administering your involvement in our Associations. We will process it on the basis of legitimate interests. The legitimate interests are the interests of entering you for sporting competitions, providing results of competitions and to administer our affiliated Associations.
2. **Group 3.** We will collect and process your Data for the purpose of administering your involvement in the Federation or one of its Associations.

### How long we will keep it

1. **Groups 1 & Group 2.** We will retain your Data for such time as you are a pupil at a Sheffield school and we will then delete you information on a staged basis as follows:

Type of info	Date of deletion
Competition Data	<b>2 years</b> after the competition took place. If needed for future reference beyond this, archived data will be name and age group only
Names, DoB, email address, etc	This information will be removed within <b>3 months</b> of the student leaving each of these stages (primary, secondary, tertiary)

2. **Group 3.** We will retain your Data for such time as you are serving as an Officer of the Federation or one of its Associations, acting as a Team Manager or a Team Assistant and we will then delete your information on a staged basis as follows:

Type of info	Date of deletion
Federation & Association Officers	2 years after the last time an individual has played an active part in the Federation
Other Roles	1 year after the last time an individual has played an active part in the Federation

### Your rights

You have the following rights under data protection legislation:

1. to access a copy of the information comprised in your personal data;
2. to object to processing of your personal data that is likely to cause or is causing damage or distress;
3. to prevent processing for direct marketing;
4. to object to decisions being taken by automated means;
5. in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed; and
6. to claim compensation for damages caused by a breach of data protection legislation.

### Sharing your data

**Groups 1, 2 & 3.** We may share your Data with other sporting partners such as national schools sporting organisations, regional schools sporting organisations and county schools sporting organisations and third-party data managers that we appoint as data processors as part of administering your involvement in sport. We will not transfer your data to any third parties without obtaining your consent and, where possible, will anonymise your data before sharing. We will not share any other personal data you provide to us that is not directly linked to a sporting competition or event.

### Privacy Policy

All the personal data we collect from you will be collected, stored and processed in accordance with the terms of the Sheffield Federation for School Sports privacy policy, which can be located here: [www.sfss.org.uk](http://www.sfss.org.uk).

### Complaints

If you have any concerns or complaints in relation to how Sheffield Federation for School Sports collects and/or processes your personal data, you should contact SFSS data protection officer in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by SFSS, you have the right to report your concern/complaint to the Information Commissioners Office ([www.ico.org.uk](http://www.ico.org.uk)).