

DATA SUBJECTS’ INFORMATION

To be provided to the data subject at the time of obtaining personal data from them

1. Data Controller

Innov8 Sportz CIC is registered as a data controller with the Information Commissioner's Office. Full details of the registration can be found at https://ico.org.uk/ESDWebPages/Entry/ZA230469.

1. Data Controller Contact Details

We can be contacted by:

Phone on 07810 508597

Email to [info.innov8sportzcic@gmail.com](mailto:info.innov8sportzcic@gmail.com)

Mail to Innov8 Sportz CIC, Uffcott 3 Elcot Mews, Stonebridge Close, Marlborough SN8 2AE

1. Data Protection Officer (DPO)

Our DPO is Jan Loughlin and she can be contacted as above

1. Purpose of processing

Innov8 Sportz CIC will process your personal information for the following purposes:

maintaining our own accounts and records

maintaining attendance registers

to contact you in case of an emergency

promoting the services we provide

providing physical activity and childcare services

carrying out surveys

company administration and all activities we are required to carry out as a data controller and processor

undertaking research

internal financial support and company functions

managing archived records for historical and research reasons

tracking your usage of our services

1. Legal basis for processing

Our processing shall be lawful because at least one of the following will apply:

a) the data subject has given consent to Innov8 Sportz CIC for processing of their personal data for one or more specific purposes;

b) processing is necessary in order to protect the vital interests of the data subject or of another natural person;

c) processing is necessary to carry out the contract for provision of services to you

If your special category data is processed, in addition to one of the above, processing will be legal because at least one of the following shall also apply:

a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,

b) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services;

c) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices.

1. Recipients or categories of recipients

Where necessary and lawful, or when required by legal obligation, we may share information with:

healthcare, social and welfare organisations

debt collection and tracing agencies

service providers

healthcare professionals

awarding bodies

local authorities

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

* The prevention or detection of crime and/or fraud
* The apprehension or prosecution of offenders
* The assessment or collection of tax owed to HMRC
* In connection with legal proceedings
* Where the disclosure is required to satisfy our safeguarding obligations
* Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our attendees or staff.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

1. Retention Period

Innov8 Sportz CIC will process your personal data for the above purposes for no longer than necessary. Retention periods have been determined for different categories of information. The information processed for the above purposes will be kept for 5 years from the date of the last recording about you.

Awarding bodies will hold non-personal information for 10 years and personal data will be held for 3 years after it is received.

1. Your rights

Your rights are set out in in Articles 13 to 22 of the General Data Protection Regulation 2016 and include the right to:

access your personal information,

request rectification or erasure of certain personal information

object to processing in certain circumstances

withdraw any consent you may have given to process your personal information

complain to the Information Commissioner if you feel we are processing your personal information unlawfully

restrict processing activity in certain circumstances

object to certain types of processing activity

1. Automated Decision Making

Innov8 Sportz CICl does not use automated decision making in respect to your personal information.

1. Data storage

Innov8 Sportz CIC has data protection policies to keep all personal data safe.

Any hard copies of consent forms, incident report forms, child welfare concern sheets are kept in a lockable cupboard, within secure office premises.

All soft copies are kept on a secure, online shared platform and only relevant employees have access.

Any registers, or other applicable personal data lists, are managed by qualified and appropriate employees only for the duration of the data subject’s participation in Innov8 Sportz CIC sessions.