



## Privacy notice for individuals

We are the English Federation of Disability Sport (EFDS) operating as **Activity Alliance, registered address 3 Oakwood Drive, Loughborough, LE11 1PN**. Registered company no **03627630** (“we” or “our” or “us”) want to make sure all the personal information we have collected about you, is safe and secure whether we collect it through our website at [www.activityalliance.org.uk](http://www.activityalliance.org.uk) (“Site”) or from other sources. This Policy set out our commitments to you, in compliance with and beyond the General Data Protection Regulation (commonly known as the **GDPR**) and explains how we collect, store and use your personal information.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws [as we are not required to do so]. However, our Deputy CEO has overall responsibility for data protection compliance in our organisation. If you have any questions about this Policy or what we do with your personal information, their contact details are set out in the "**Contact**" section below.

This privacy policy explains when, why and how we collect personal information before, during and after your relationship with us as a volunteer, job applicant and participant. This notice applies to current and former volunteers, applicants and participants and for any programme that comes under the Activity Alliance responsibility.

We review our Policy regularly, and as such, we may change this Policy from time to time, so please check this page occasionally to ensure that you’re happy with any changes.

### How we collect personal information from you

We obtain information directly from you when you sign up to become a volunteer, applicant or participant with us. For example, when you contact us to register to compete or volunteer at one of our events, or when you fill in a job application form and send it back to us, or when you participate as part of an event as organised by Activity Alliance

The information we will collect will be necessary personal information throughout the period of you volunteering/working with us and when you make a query and/or complaint, or when you correspond with us by phone, e-mail or in some other way.

We may collect your data from third party services which work on our behalf, such as recruitment agencies, job sites, former clubs or other organisations you may have volunteered or worked for, or via background check agencies.

We also may collect personal information about you from any third party references you provide as part of the application process for becoming a volunteer, interviewee and participant, or from any feedback provided to us about your performance

## Data we collect from you

The personal information we collect from you is vital in ensuring you can act as a participant, volunteer or applicant. The information we may collect from you includes:

- Personal contact details such as, name, title, addresses, telephone numbers, personal email addresses and emergency contact details
- Date of birth
- Gender
- Details of emergency contacts
- Bank account details for payment of any out of pocket expenses
- Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us
- Records of your volunteering history
- Any identification documents
- All information included as part of the volunteering/job application process
- Referee details and any references provided
- The location in which you are volunteering

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you.

- Information about your race or ethnicity
- Information about your health, including any medical condition, health and sickness records, medical records and health professional information

This information is required in line with our equality standard.

## Legal basis for processing your data

We only process your data on the basis that:

- The processing is necessary for reasons of substantial public interest, on a lawful basis
- For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information
- It is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law
- based on your explicit consent

We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

## Who has access to your information

- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.

Our main server used to store data is located in the UK. Some Third Party Service providers we use to collect or manage personal data, such as Salesforce and SurveyMonkey, may have servers located outside the UK and European Union. In these cases, we will impose any legally required protections to the personal information as required by law before it is disclosed. If you require more details on the arrangements for any of the above then please contact us using the details in the “**Contacting us**” section below.

We may pass on information to Third Party Services working on our behalf, or that we work in association with, this may include:

- Providing references to future employers or organisations you may wish to volunteer/work/be a participant for.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “**Your rights in relation**” section below.

## Your rights

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the “**Contacting us**” section below.

Please note that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information. We will only do this for a time frame that is deemed reasonable. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you as a volunteer.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a volunteer, job applicant or participant. We may also be unable to properly perform our arrangements with you or comply with legal obligations and we may have to terminate your position with us.

We will not contact you for marketing purposes unless you have given your prior consent for us to do so by our sign up form on our website, or unless you directly consent for us to do so.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the “**Contacting us**” section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner’s Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

## How long do we keep personal information for?

We won't retain your information for longer than necessary. However, the duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you.

In some cases personal information may be retained on a long-term basis. For example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 years (if you are currently volunteering/working with us, this may be for [6] years after you last worked with us).

## How you can access and update your information

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at [info@Activityalliance.org.uk](mailto:info@Activityalliance.org.uk), or write us at **3 Oakwood Drive, Loughborough, LE11 1PN**, or telephone **01509 227 750**.

In most circumstances Data Subject Access Requests will be provided free of charge. However, Activity Alliance are permitted to charge a "reasonable fee" when a request is manifestly unfounded, excessive or repetitive. This fee will be based on the administrative cost of providing the information.

## Review to this notice

We keep this Policy under regular review. When we review this notice, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

## Contacting us

In the event of any query or complaint in connection with the information we hold about you, questions regarding our policy and privacy practices please email [info@Activityalliance.org.uk](mailto:info@Activityalliance.org.uk) or write to us at **3 Oakwood Drive, Loughborough, LE11 1PN**, or telephone **01509 227 750**.

Whilst this privacy policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on [the Information Commissioner's website](#).

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