

**activity  
alliance**

disability  
inclusion  
sport

# Activity Alliance privacy notice



**easy  
read**

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# Introduction



Activity Alliance is working to support disabled people to take part in **physical activity**.



**Physical activity** is movement and exercise that keeps your body fit and healthy.



Sometimes we will need to collect personal details from people we work with, like your name and address.



This information explains how we look after personal details about you.



We have a team of people who are in charge of keeping your details safe. If you have any questions for them, please e-mail: [info@activityalliance.org.uk](mailto:info@activityalliance.org.uk)

# What details do we collect from you?



We will collect:

- your name



- your address



- your telephone numbers



- your e-mail addresses



- your date of birth



- your gender



- information about who to contact in an emergency



- information about how you use our website, including your passwords and usernames



- videos and photos of you



- records that tell us when you were at our events



- records of when we contacted each other on the phone or by e-mail or when you asked us something.



# Special information



We also collect and use **special information** about you.



**Special information** may include information about:

- your race or ethnic background. For example Black, White or Asian



- ill-health or injury



- a disability or long-term health condition



- any time you have been in trouble that might affect how we work together.



We will only use special information if we have a really good reason.



This might be if the law lets us or you have told us you are happy for us to use it.



# If you volunteer at one of our events



A **volunteer** is someone who does some work without getting paid.

If you **volunteer** at one of our events we may collect this information:



- Anything you, our staff or anyone else has told us about how you did.



- A record of any work you have done as a volunteer, including details of the place it happened.



- Copies of your ID, like your passport or driving license.



- All the details you gave us when you applied to work with us.



- Details of the people we may ask to check your details are correct.



- The places where you have volunteered before now.

# If you take part in a sports event



If you take part in a sports event we may collect:

- copies of your ID, like your passport or driving license



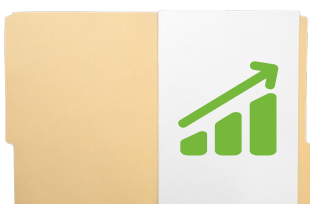
- your age, **classification** or sports grouping.



**Classification** is when you are put into a group with other people who have an impairment like yours, so that the sport is fair



- information about which level you play at



- records about your progress.

# How we collect your personal details



We may collect your personal details:

- directly from you



- through one of our partners - these are organisations we work with



- when you take part in a programme or event



- when you help with our charity efforts



- when you get in touch with us by phone, e-mail, letter or social media



- when you ask a question or complain about something



- from places or events you were involved in in the past.

# What we do with your personal details



There are different ways we will need to use your personal details. We will follow the law about how we do this.



We will use your details:

- when you take part in or volunteer for an event
- to decide whether you can be a volunteer
- to do checks on you, especially if you are volunteering to work with children or **vulnerable** adults



**Vulnerable** means people who might need help and support to stay safe and well.



- to ask your parent or carer whether you are allowed to be a volunteer if you are under 18



- to look at how you are doing as a volunteer, so we know whether you'll be able to do it again in the future



- to know about your health and impairments so we can make things safe and suitable for you



- to quickly help you if you have a question or you are not happy with something we have done



- to help train our staff





- if we need to pay you for volunteering expenses



- in our work to make things fair for everyone



- to find out about work you have done in the past



- to send you information like our newsletters, if you are happy for us to do this



- to keep a file – this will help us solve your problems quickly and do a good job.



If you are happy with it, we may also use pictures of you to show off our events and programmes and the work we do.

# What we do with special information



We will only use special information if:

- you have told us you are happy for us to use it



- it is for the good of the public



- we need it to help us with a legal case



- the law lets us use it.

# Who can see your personal details



We keep your details safe so they don't get lost or used in the wrong way.



We keep your details private and only share them when we really need to.



Your details are only shared with our staff that need to see them.



We may share your personal details with:

- anyone you have said you are happy for us to send them to



- companies and staff who help us send out our newsletters to you



- places that you might want to volunteer with



- companies that help us look at information about our events



- people and companies that help pay for our events and programmes



- people and companies that give us advice about things like our work and the law



- people like the government, the police and courts.



We will not share your details with anyone else.

# Will your details be used outside the UK?



Sometimes the people who we share your personal details with may be outside of the UK and European Union.

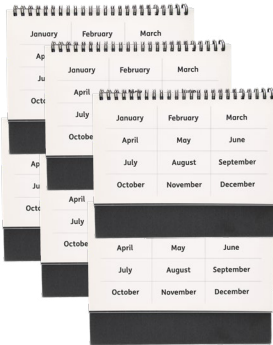


When this happens, we will make sure your details are only used in the way we say and are kept safe.

# How long do we keep your personal details for?



We only keep your details for as long as we need to.



Unless the law tells us to, we don't usually keep your details for longer than 6 years after you were last in contact with us.



# Your key rights



You have the right to:

- be told about how your personal details are being used



- see the information we have about you



- ask us to change to the personal details we have for you, if they are wrong



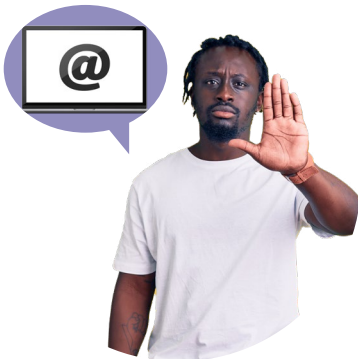
- ask us to delete your personal details unless we have a good reason to keep them



- ask us to not to use your details for some things.



If you have told us we can use your details for something and you would like us to stop, you can tell us at any time.



You can also tell us to stop sending you advertising messages.



More information about these rights can be found here: <https://ico.org.uk/for-the-public/>

# Keeping your personal details up to date



We want to make sure your personal details are up to date.



If anything has changed, please let us know as soon as possible.



Please make sure you check our website for any changes or updates at [www.activityalliance.org.uk/privacy](http://www.activityalliance.org.uk/privacy)



If you have any questions about these changes or updates or are not happy with the changes or updates, please let us know.

# How can you get in touch?



If you have a question or want to complain, you can get in touch with one of our team using the details below:



E-mail:  
**[info@activityalliance.org.uk](mailto:info@activityalliance.org.uk)**



Telephone:  
**01509 227 750**



Post:  
**Activity Alliance  
Sportpark - Loughborough University  
Loughborough  
Leicestershire  
LE11 3QF**

Registered charity number: 1075180  
This information was updated on 27 October 2020  
Easy Read by **[easy-read-online.co.uk](http://easy-read-online.co.uk)**