

Privacy Notice for Girls Active

Leap c/o Aylesbury Vale District Council

At Leap we are committed to protecting your privacy when you use our services. We are hosted by Aylesbury Vale District Council (AVDC) and our relationship is based on Leap being the Data Controller and AVDC being the Data Processor.

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information. The notice below gives you those details and explains how we keep your information secure, how we use it and why we need it.

This Privacy Notice applies to all personal information held by and used by Leap or on our behalf. This notice applies to schools working with us on the Girls Active project and participants of those sessions.

If you have any questions regarding this notice or our privacy practices then please contact us:

by email: info@leapwithus.org.uk

in writing: Leap, c/o AVDC, New Century House, Unit 18 Pembroke Road, Aylesbury, Buckinghamshire, HP20 1DB

or by telephone: 01296 585215

This notice will be reviewed and updated on an annual basis. It may also be updated when we change our services and will always contain details of when it was last updated.

How we collect your information

We will collect information required to administer the programme you are involved in, usually through an online application form, email or occasionally paper application form.

What information do we collect?

As a school involved in the Girls Active programme, we collect your lead name and contact details, this is information needed to provide you with the Girls Active programme as set out in our service level agreement (SLA) with you.

Gathering data about participants

The Girls Active project is only possible due to funding from Buckinghamshire County Council. However the funding comes with conditions and we are required to collect data about sessions and from participants for monitoring and evaluation purposes.

We will gather this information via optional form to be completed by your participants or their parent / guardian and it may include participant's ethnicity, activity levels, postcode, disability and activity levels.

We may visit sessions to develop case studies for the purpose of promoting the Girls Active programme and providing best practice guidelines for others. This may include the collection of images of participants at sessions.

Where we do this, we will ask the adult responsible for the young people to complete a consent form that includes participant names and confirmation that they have photo consent from an appropriate parent, carer or guardian.

Images may appear in website articles, social media posts, printed publications or promotional materials used by Leap and its partners for the promotion of the Girls Active project. Names will

not be used in any publicly available promotional material but are collected with consent confirmation as part of our safeguarding policy to protect participants.

Leap website

When you use our website (www.leapwithus.org.uk) we may also collect digital information about you such as your IP address and your browsing use of our website. This is to gather insight into how you use our website to enable us to make it easier and better for you in future to find what you need, and to report statistical details to our funders.

Use of IP addresses and cookies

Cookies are small text files that are placed on your computer by websites that you visit. They're widely used in order to make websites work more efficiently, as well as to provide information to the owners of the sites.

We use cookies to check the use of our website and to help us customise the website when you visit it. We don't store or transmit any information that identifies you on these cookies apart from the IP address which is a unique string of numbers that identifies the device which is connected to the internet.

You can change your cookie setting at any time in the security settings in the browser you use to access the internet. Please note, however, that rejecting all cookies may impact your experience of our website.

We use IP addresses only for the purposes of system administration and, like cookies, to check the use of our website. We don't link IP addresses to any other information, which means that while your user session will be logged we won't know who you are.

Why we use your information

We may use your information to:

- Process applications that you made in accordance with the service level agreement in place for that service
- Manage the services we provide to you
- Carry out our obligations from any contracts entered into between you and ourselves
- Demonstrate the impact of the services we offer.
- Help look at complaints, concerns or worries you have about our services
- Send you communications that may be of interest to you in relation to sport and physical activity funding streams, training, events and competitions.
- Help with the research and planning of new services
- Check the quality of services and identify improvements

How long will we hold your information?

We'll only keep your information while we still need it to provide you with a service or where we are required to keep it. We will keep information securely for the length of the project plus 2 years for monitoring and evaluation processes.

If you engage with other programmes, events or projects we offer, your details may be retained by Leap for that project, you can view all the Privacy Policy for each service on our website.

If you would like to find out more information about the Privacy Policy for a specific product or service then please visit the relevant webpage on our website (www.leapwithus.org.uk) or contact us by email at info@leapwithus.org.uk

How we may share your information

To fulfil our funding agreement for Girls Active with Buckinghamshire County Council, and to make the case for future funding we may need to pass some information to third parties for monitoring and evaluation purposes.

When we use third parties, we disclose only the personal information that is necessary to achieve the specific task and anonymise this data where possible.

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

How we keep your information safe

It may sometimes be necessary for your information to be stored in or looked at by other countries or territories around the world. If this happens we will make sure your information is still safe by protecting your rights and checking that the country or territory gives you the same or similar rights as the UK.

All of our information is kept safe using the following:

- Passwords. To make sure that only staff and organisations who are authorised to see your information can do so.
- Training. So staff know how to look after your information.
- Regular monitoring. So we can keep up to date with new technology and threats to your information and make sure our systems stay secure.

Your rights and how you can control your information

The law gives you rights about the information we hold about you and how we use it.

Where we are holding or using your information because you have given us your permission you can take away your permission at any time. This may however affect the services you receive.

To do this you should contact us:

via email: info@leapwithus.org.uk

in writing: Privacy Department, Leap c/o AVDC, New Century House, Unit 18 Pembroke Road, Aylesbury, Bucks, HP20 1DB

No matter how or why we are using your information you also have the right to:

- Be told how we use your information. This is being done in this Privacy Notice
- Ask for a copy of the information that we hold about you
- Ask that any incorrect or incomplete information about you is corrected. Where this cannot be done because we need to keep a record of why we made a decision or for some other reason we will make sure we keep the new details you have provided and use them in the future.
- Ask for your information to be deleted or destroyed where there is no good reason to continue using it and provided that there are no proper or legal grounds for retaining it
- Ask us to limit the use of your information (if this is possible, this may affect service delivery to you)

- Have your data transferred or copied to another provider in certain circumstances. It is likely that this won't apply to most of the information we hold about you and if we cannot do it we will tell you why

Please contact us if you want to ask us to do any of the above.

If you have any concerns

If you think we've failed to comply with our obligation for handling your personal information or you have a complaint about how we have handled your personal information you can contact us;

by email: info@leapwithus.org.uk

in writing: Leap, c/o AVDC, New Century House, Unit 18 Pembroke Road, Aylesbury, Buckinghamshire, HP20 1DB

or by telephone: 01296 585215

If you remain dissatisfied with our response, you have a right to lodge a complaint with the Information Commissioner's Office (ICO).

[Report a concern by visiting the ICO website](#)

Last updated 21st January 2019