



Privacy Notice for Satellite Club deliverers

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 deliverers working with us on projects including Active Bucks, Aylesbury Vale Girls Can and Satellite Clubs.

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?

The personal information we collect includes your name / your coaches name, contact details, role, level of coaching qualifications, and information needed to provide you with the Satellite club programme as set out in our service level agreement (SLA) with you.

We may also require your bank details, in the form of an invoice or completion of a form in order to process a grant payment in line with the relevant service level agreement which we hold with you. This information will be held and processed securely within the Aylesbury Vale District Council finance system.

Gathering data at the sessions you deliver

The funds we receive and are able to disseminate to the county through the Satellite clubs programme are awarded to us by Sport England. 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 forms to be completed by your participants or their parent / guardian and it may include participant's name, contact details, gender, ethnicity, activity levels, postcode, disability and date of birth.

Participant details will be collected and stored within the third party system of Upshot. [You can view the Upshot Privacy policy here.](#)

As the session deliverer, you will have access to these details and will act as the Data Processor, processing the data in the way we specify. You should ensure that your method for capturing and



storing forms is as safe as possible. Eg. Keep forms in a locked cabinet, don't leave forms unattended in your car and give the forms to your Leap contact as soon as possible. Where possible an approved technological solution such as Upshot is preferred. [The Sport and Recreation Alliance have a useful guide to GDPR here.](#)

If, as we hope you will, you continue the sessions following the funding period, you will become the data controller. You should have the relevant processes and policies in place and inform the participants of how you will process their data.

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 you have requested and that may be of interest to you
- 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 your details securely for the financial year of the project plus 12 months for monitoring and evaluation processes.

We may retain your details if you are involved in other projects or programmes with us, or if you have subscribed to our updates.



How we may share your information

To help us deliver the Satellite club programme we need to pass your information to our third party partners (for example local schools, the host site organisation(s), community sports club personnel or our data capture and processing partner Upshot and other associated organisations such as our funder Sport England).

When we use third party service providers, we disclose only the personal information that is necessary to deliver the specific aspect of the service.

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, Coach House, Green Park, Stablebridge Rd, Aston Clinton HP22 5NE **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 28th August 2019