



# Privacy Notice for Satellite Club participant

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 participants taking part in Satellite club activities.

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

**by email:** [info@leapwithus.org.uk](mailto:info@leapwithus.org.uk)

**in writing:** Leap, c/o AVDC, Coach House, Green Park, Stablebridge Road, Aston Clinton, HP22 5NE **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 session and prove its impact as a requirement of our funding agreement from Sport England. This will usually be through an application form, either in paper or electronic form, completed prior to your first session.

## What information do we collect?

The personal information we collect includes your name, contact details, emergency contact details, relevant medical information (which might be passed onto emergency services to ensure your safety if you are taken unwell) date of birth, gender, postcode, ethnicity, whether you consider yourself to be disabled, your activity levels and answers around your emotional wellbeing.

## Why we use your information

We may use your information to:

- 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.

If the session continues after the initial period, then the person or organisation delivering the sessions will be responsible for collecting and holding your personal data.



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

## 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 data management tool 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

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main Privacy Notice is available here: [www.leapwithus.org.uk/privacy](http://www.leapwithus.org.uk/privacy)

## 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](mailto: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 28<sup>th</sup> August 2019*

Leap<sup>®</sup>