



Privacy Notice for Bucks & MK Virtual School Games

Leap c/o Buckinghamshire Council

At Leap we are committed to protecting your privacy when you use our services. We are hosted by Buckinghamshire Council and our relationship is based on Leap being the Data Controller and Buckinghamshire Council 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.

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 Buckinghamshire Council, The Coach House, Green Park, Stablebridge Rd, 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 collect information from you when you submit an entry for the Bucks & MK Virtual School Games, through the use of an online form. This information enables us to administer the entry process and contact the parent /guardian or teacher of the young person with regards to the entry and to award prizes where possible.

The nature of the entry process means that you will submit information about a child in your care or children in your school class.

What information do we collect?

The personal information we collect to administer the Bucks & MK Virtual School Games includes the pupil's name (optional), their school year and the school they attend. Any contact we make with regard to the competition will be through the parent/guardian or teacher email address, not to the young person directly. .

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 and manage the competition for which you have entered.
- Promote the competition you have entered, and the virtual school games.
- 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 securely store data, including personal information submitted to us, relating to the Bucks & MK Virtual School Games we will hold this information up until the end of the 2020/2021 academic year.

How we may share your information

To enable us to administer the virtual school games, we are working in partnership with the network of School Games Organisers (SGOs), each of these organisers is funded by the Youth Sport Trust and employed by a school in their local area.

In order for the SGO's to award the winners with their medals and certificates, we will share the details of submissions for their area with the relevant SGO.

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 Buckinghamshire Council, The Coach House, Green Park, Stablebridge Rd, Aston Clinton HP22 5NE

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 Buckinghamshire Council, The 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 5th June 2020