



Privacy Statement

How we deal with your Personal Information

County Durham Sport is issuing this statement in accordance with the General Data Protection Regulations (GDPR) to explain how we will use and process any personal information which we collect in the course of our work.

We are both a “Data Controller” and “Data Processor”, as defined by Article 4(7) of the General Data Protection Regulations (GDPR). This means that we have a duty of care towards the personal data that we collect and use.

We are committed to ensuring the responsible collection and use of personal data in the course of our work. We will ensure that personal data is processed fairly and lawfully and that the rights of data subjects are properly respected.

Who are we?

County Durham Sport is a company limited by guarantee with charitable status and part of the national network of County Sports Partnerships.

We are passionate about the power and positive impact that sport and physical activity can have in improving people’s lives and the communities in which they live – whether supporting physical and mental wellbeing or individual, social, community and economic development.

What information do we collect?

We will only collect personal information when you engage with us linked to the work that we do or to help us to improve how we provide information and services that we think will be useful to you.

Information collected will normally include: name, address, telephone number and email address, but may also include date of birth, depending upon the programme delivered.

We believe that we will rarely need to collect sensitive “special category” personal information relating to things like financial information or health, but in the event that such data is required for our work with you, we will obtain your consent to collect and process this information, accordingly.

How do we keep personal information?

Any personal information that we collect will be processed and kept in accordance with General Data Protection Regulations.

How long do we keep personal information?

We will only keep personal information as long as is necessary to enable us to deliver the service to you that you require. As a consequence, the duration may vary relevant to the purpose.

Where you have opted to receive information from us, then we will hold personal information until the point at which you decide to opt-out.

Your right to access, correct or delete the personal information we hold

You have the right to request a copy of the personal information that we hold about you. If you would like a copy of the information, please email or write to us using the contact details provided below. We will respond to this access request within 1 month.

We also have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is inaccurate.

Finally, you also have the right to request the deletion of your personal information. We will comply with your request immediately upon receipt of such a request.

You will also need to validate your identity, so that we can be certain that only you have access to your personal data.

Who do we share personal information with?

We do not and will not sell or give your information to any third parties for marketing and selling purposes.

We will never share your details with another organisation without your permission to do so. On occasion, however, we may need to share your information with a third party (e.g with an organisation who issues qualifications or certificates).

Data Breach

If a data breach takes place we will report this breach to the Information Commissioners Office with 72 hours of it having been discovered. If you wish to complain to the Information Commissioners Office (the UK Data Protection regulator), their address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113

www.ico.gov.uk

How to contact us

If you have any query relating to data privacy and data processing you can contact us by emailing cdsport@countydurhamsport.com or by writing to us at our registered office:

Executive Director
County Durham Sport
The Sjovoll Centre
Front Street
Pity Me
Durham
DH1 5BZ

County Durham Sport
May 2018