

Sustainable Sport Privacy Notice

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SUSTAINABLE SPORT

Who are we?

Sustainable Sport is the trading name of Sustainable Sport (Scotland) Ltd, an independent company registered in the UK.

Sustainable Sport will be a “controller” of the personal information that you provide to us through this website or through communication to our company via alternative mediums (e.g. email, phone, social media, google forms etc).

Why we need your personal information – contractual purposes

We need to collect personal information (e.g. email addresses) so that we can manage communication with you to perform contractual services or provide information. We will use personal information to:

- Provide you with consulting and contracting services.
- Provide you access to our online services.
- Communicate with you, by phone, post or email, in relation to our services.

If you do not provide us with all the personal information that we need to collect, then this may affect our ability to offer consultant and contracted services and any associated benefits.

Why we need your personal information - legitimate purposes

We also process your personal information in pursuit of our legitimate interests to:

- Promote and encourage participation in upcoming tutorials and training events (virtual or physical) by sending communications and booking information for upcoming events. Our events may be filmed for live streaming purposes (you will be notified if this is the case) and your personal information may also be used in images captured from these events, which we may use for promotional, education and development purposes.
- Provide access to our tutorials or training events by accepting and managing access for our clients and checking your personal information to ensure you access the correct event.
- Monitor our client's engagement and participation in our activities and inviting clients to participate in surveys for researching and development purposes.
- Develop and maintain our clients' qualifications or certification.
- Respond to and communicate with clients regarding your questions, comments, support needs or complaints, concerns or allegations in relation to our services (via our Complaint Resolution Policy and procedures).

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on hello@sustainablesport.org.uk. Please note that if we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a client.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our clients for the purposes of complying with our obligations under the Equality Act 2010, which requires us to process personal information to make reasonable adjustments, where necessary.

Why we need your personal information – equality monitoring requirements

We may use personal information relating to your health, racial or ethnic origin, etc. for equality monitoring purposes. We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within our services.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. For example, the promotion of your experience of our services to others. Where we do so, we will provide you with information on how we will use your information for these additional purposes.

Membership personal data

We may be asked by our clients who hold membership information (e.g. sports clubs and National Governing Bodies) to collect and process personal information about their individual members (for example, surveys about travel arrangements for events). Where we do this, these organisations have a responsibility as “controllers” to provide their members with privacy notices and we will not use such personal information for any other purpose.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our events, we may share this with our clients or publish online for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and any other relevant purposes.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we are required to share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and are accessed by our staff for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with our contracted and promotional services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your personal information with us for three years.

Your rights

You can exercise any of the following rights by writing to us at hello@sustainablesport.org.uk

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a “subject access request”
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- You have a right to request that we restrict the processing of your personal information for specific purposes; and
- If you wish us to delete your personal information, you may request that we do so.

Any requests received by Sustainable Sport will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk