



Herts Disability Sports Foundation

Registered Charity No. 1156034

Privacy Notice for Members of the Public

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(Signature of Chair)

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Introduction

This privacy notice tells you what you can expect us to do with your personal information when you make contact with us or use one of our services. There are separate privacy notices for HDSF employees and HDSF Trustees of the charity.

We'll tell you:

- why we are able to process your information
- what purpose we are processing it for
- whether you have to provide it to us
- how long we store it for
- whether there are other recipients of your personal information
- whether we intend to transfer it to another country, and
- whether we do automated decision-making or profiling.

The first part of the notice is information we need to tell everybody

How to contact us

Herts Disability Sports Foundation (HDSF) has a Data Controller whose details are;
Sine Bates

Herts Disability Sports Foundation

c/o Knights Templar School

Park Street

Baldock

Herts SG7 6DZ

Telephone number – 01462 600193

Email – bates.hdsf@yahoo.com

She is your first point of contact for any questions or enquiries about your data.

If you are not happy with the response you are given, you should contact our Senior Information Risk Officer, Maria Anastase, who is one of our Charity Trustees. She can be contacted through the Chair of Trustees at;
nigel.kippax@charityleaders.org.uk

What information do we hold?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have booked your child onto one of our holiday activity sessions,
- You have attended one of our activity sessions,
- You subscribe to our e-newsletter.
-

We also receive personal information indirectly, in the following scenario:

- An employee of ours gives your contact details as an emergency contact or a referee.

A full list of the information we hold, and what we do with it, is at Annex A.

What are your rights?

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

Your right of access

You have the right to ask us for copies of your personal information. This right always applies.

Your right to rectification

You have the right to ask us to correct information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

Your right to erasure

You have the right to ask us to erase/delete your personal information in certain circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. This is about situations where we pass on your personal information to other people or organisations.

Your right to object to processing

You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests.

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. If we are processing your information for criminal law enforcement purposes, your rights are slightly different. Please see the relevant section of the notice.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

Please contact us at bates.hdsf@yahoo.com if you wish to make a request (or if you just have a question), or phone us on 01462 600193.

Sharing your Information

We will not share your information with any third parties for the purposes of direct marketing from other organisations.

In some circumstances we are legally obliged to share information, for example under a court order. We also share some of your information to report back to organisations that have provided us with grants - to offer you a service either free of charge or at a subsidised rate. But when we give them information about who has attended our sessions, we remove your name (or your child's name) so they cannot identify you.

Our newsletter distribution is managed by a company called MailChimp and we recommend you view their Privacy Notice for Contacts which can be viewed at www.mailchimp.com/legal/privacy/#contacts. Because we are sending you information about our charity in the Newsletter, this is considered to be marketing. At the time you signed up to the Newsletter we asked for your explicit consent to send the Newsletter to you. If you change your mind, you can unsubscribe at any time using the 'unsubscribe' button at the bottom of our Newsletter.

Our website is managed by a company called Wix and we recommend you view their Privacy Notice which can be found at www.wix.com/about/privacy. In summary, personal information they retain and analyse is used to fulfil legal requirements or is anonymised for internal use, to improve their business/customer service. If you wish to view the information they hold on you or ask for it to be removed please contact the Data Controller who will arrange this.

Children's Data

If we collect information about children this will have been provided by the parent or guardian, so we have your consent to hold this information. We collect this information for either Health and Safety reasons (so that if there's an incident or accident we can provide medical staff with vital information) or so that HDSF staff can make sure we make all the right arrangements to meet your child's needs for the session. We do not pass on information about your child to any other organisations unless legally obliged to, or for urgent medical treatment when we can't contact you.

Service adjustments

As a provider of services to the public, we have a legal duty to comply with the Equality Act (2010).

This means we need to make service adjustments for anyone with a disability who contacts us in any capacity, to eliminate any barriers to accessing our services. Our legal basis for processing this information is article 6(1)(c) of the GDPR as we have a legal obligation to provide this. Our processing of special category data, such as

health information you give us, will be based on article 9(2)(a), which means we need your consent.

We'll create a record of your adjustment requirements. These will give your name, contact details and type of adjustment required, along with a brief description of why it is required. Relevant staff can access this to ensure they are communicating with you in the required way.

Similarly, where you or your child book onto one of our holiday activities, we will ask you to sign a consent form providing details of any additional needs – this forms consent for us to provide our service and to hold the information.

As we need your consent to process your special category data you have a right to withdraw your consent at any time.

Social media

HDSF has a facebook account that we use to publicise our activities and keep the public informed. To access our account you must already be a facebook 'user' and have therefore already given your consent to their use of personal data or adjusted your security settings on your account accordingly. You may wish to review your own privacy settings, and the Facebook Privacy notice which can be found at www.facebook.com/privacy/explanation.

Transferring Information to Another country

The potential transfer of information to another country would only be through Mailchimp, Wix.com or Facebook – as outlined above. We do not personally transfer your personal information and we have no plans to do so. If this changes, we will let you know.

Automated decision making or profiling

We do not carry out automated decision making or profiling.

GDPR and Data Protection

Where an HDSF policy refers to the Data Protection Act, this should also be taken to include the provisions of GDPR.

What Personal Information does HDSF hold and what do we do with it?

Annex A

Type of info	Why we need it	What we do with it	How long we keep it	Your rights
Holiday activity booking on the website				
Parent/guardian; name, phone number.	To make sure we can contact you if there's an incident or if the activity is cancelled.	Stored on the website and a printed copy for the event/session.	Just until the end of the week of sessions.	Access, data portability, rectification, objection and erasure.
Child; name, age, disability and any medical conditions	So that we can make sure your child/children are eligible to attend.	Stored on the website and a printed copy for the event/session.	Just until the end of the week of sessions.	Access, data portability, rectification, objection and erasure.
Holiday activity consent form				
Contact details of parent/guardian, medical details and age of child	So that we can make any adjustments to the session to ensure your child's safety, and contact you if needed on the day.	We keep this so we can refer back to information when you make a new booking on the website.	For 3 years but we run a check annually to make sure your child is still attending.	Access, data portability, rectification, objection and erasure.
Permission to use personal images	So that we have images to advertise and publicise our activities.	We keep a copy as proof of permission.	For 3 years but we run a check annually to make sure your child is still attending.	Access, data portability, rectification, objection and erasure.

Type of info	Why we need it	What we do with it	How long we keep it	Your rights
Newsletter				
Email address	So that we can send you news and information about HDSF and upcoming events.	We print a copy of your original consent and emails are stored on the mailchimp website.	Until you ask us to remove you from our mailing list.	Access, data portability, rectification, objection and erasure.
Open Sessions				
Name, age and whether the user has a disability	To measure how many of our 'casual' users have a disability.	Analyse how we might need to change what we offer.	Until the end of the week.	Access, rectification, objection and erasure.
Daycare Services				
Name, age, gender and ethnicity as provided by Daycare Services Staff.	So we can report back to anyone who has provided us with a grant – they need this information.	We remove all names and then send the data back to our funders. We use the register to invoice Daycare Services.	For one year after the grant is ended – they sometimes come back with questions at a later date.	Access, data portability, rectification, objection and erasure.
Audit				
For all of the information we collect, we do use it to analyse the work of our charity – who we are reaching, what is most popular, etc. When we do this we ALWAYS remove the information that would identify you, so the information is anonymised first.				