

PRIVACY NOTICE:

**CUSTOMERS OF SIR STANLEY MATTHEWS SPORTS CENTRE/STAFFORDSHIRE
UNIVERSITY SPORT**

The University will process the personal data of Sir Stanley Matthews Sports Centre Customers to the extent necessary to give effect to the contract as a customer of University of Staffordshire Sport.

1. PURPOSE OF THIS PRIVACY NOTICE

University of Staffordshire, as a registered Data Controller, has an obligation to comply with the General Data Protection Regulation and other Data Protection law.

This privacy notice covers personal data for current and former University of Staffordshire Sport Customers. It explains what data we collect, our legal basis for doing so, why we collect it, where we collect it from and, where applicable, who we will share it with. It also advises you of your rights regarding the personal data we hold.

2. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

We collect and process a range of your personal data, including the following examples:

- Name, date of birth and contact details
- University Staff number (if applicable)
- University Student number (if applicable)
- University payroll and other financial details for Direct Debit purposes
- Equality and diversity data

We will also collect, as required, special category data such as your ethnic origin, other data relating to equality and diversity or disability. We may also receive information from third parties with your consent; for example, British University and Colleges Sport (BUCS), National Governing Bodies (NGB's) and sponsorship partners

3. WHY DO WE COLLECT THE DATA AND WHAT IS OUR LEGAL BASIS FOR DOING SO?

Depending on the activity your data is used for, we will rely on one of the following conditions for processing:

- **Vital interest** - for example if there is a medical emergency.

- **Public interest** - for the performance of a task carried out in the public interest. This includes some aspects of the processing of statistical data in partnership with government agencies.
- **Legitimate interests of the University or a third party** - for example to enable the University to maintain its operations. We bear in mind the importance of protecting your personal data and your fundamental freedoms. We produce statistics and research for internal and statutory reporting purposes. We must process data to administer recruitment and employment arrangements; to control access to the buildings and other facilities, to monitor usage of university services.
- **Consent** – In some cases, we process data only with your consent. We do so where you would have a genuine choice whether we processed your data and our method of asking for your consent will depend on the specific situation. We process special or sensitive personal data with your consent and to support equality and diversity monitoring and to maintain a safe environment.

4. WHEN DO WE COLLECT YOUR PERSONAL DATA?

- The data we hold comes directly from you, for example, through your application for Membership, for example, to the Gym or a sports team. The data is collected through our Gladstone Plus 2 Leisure management system.
- When you attend our University of Staffordshire Sport Trials, the data you provide is password protected and kept centrally by University of Staffordshire Sport Staff and by your Sport Club Captain. Data is kept in electronic format and it includes basic contact details so that we can continue communication through the selection process.
- When you are selected to play for University of Staffordshire Sport. The information provided by you is collected through the Leisure management system. This will be retained for up to 6 years, or while you are a member of a sports team.
- We store your emergency, next of kin contacts. You should ensure that the next of kin are aware that you have given us their details.
- We may also capture your image on CCTV whilst you are on the University premises. The University has processes in place to protect all students, staff and visitors from any abuse of the CCTV system. The evidence may be required by enforcement agencies to support criminal investigations or internally for the investigations of disciplinary cases, complaints or Health and Safety issues.

5. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

The University only shares personal data when there are lawful grounds for doing so. Examples are given below. We observe any requirement to check for your consent to share data.

- Health and Safety Executive.
- HESA (Higher Education Statistics Agency) – <https://www.hesa.ac.uk/about/regulation/data-protection/notices>.
- Accrediting organisations/professional bodies.
- Research sponsors.
- University of Staffordshire Finance department - in order to resolve any payment queries.
- To set up payments for your Sir Stanley Matthews Sports Centre membership we use a third party to check and validate your email, address, phone and bank details.
- Suppliers and service providers.
- Legal representatives.

We ensure that third parties have appropriate controls to handle your data in accordance with Data Protection Law.

University of Staffordshire Captains are instructed not to share any data with external or third parties. You may be asked to compete in British University Sports and/or join your sport's national governing body where required data will be submitted to affiliate you to participate and you will be asked to supply any data that is required. Your data is securely stored and only used for business related to University of Staffordshire Sport and Teams only.

6. DO WE TRANSFER YOUR PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)?

Some personal data may be transferred to, and stored at, destinations outside the EEA. Where this occurs, the University will ensure that relevant security measures are in place to protect your personal data. This will be done by placing contractual obligations on those receiving your personal data or by ensuring that the recipients have subscribed to relevant international frameworks that aim to ensure adequate protection.

7. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Basic information about your membership will be retained for 6 years and then deleted.

8. TELLING US ABOUT CHANGES TO YOUR PERSONAL DATA

Please advise us promptly about changes to the data we hold about you so that we can maintain accurate records. Please either advise us over the telephone by calling 01782 294124 or by speaking to a member of staff in the Sports Centre.

9. YOUR RIGHTS IN RELATION TO THE PERSONAL DATA WE HOLD

Under the General Data Protection Regulation, you have the following rights. Further information about each of these rights can be found here:

<https://ico.org.uk/fororganisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights>

- The right to be informed at an appropriate time about the collection and use of the personal data we hold about you.
- The right of access to your personal data and other supplementary information.
- The right to require correction of the personal data we hold about you if it is incorrect.
- The right, in certain circumstances, to require erasure of your personal data.
- The right, in certain circumstances, to restrict processing of your personal data.
- The right, in certain circumstances, to receive from the University the personal data you have provided to us in a reasonable format, specified by you. You may also request that we pass that personal data to another data controller.
- The right to object to certain processing of your personal data by us.
- Rights in relation to automated decision making and profiling.

These rights are not absolute, and we may be entitled to refuse requests when there are valid exceptions; we shall explain the reasons to you in such cases.

10. CHANGES TO THIS NOTICE

University of Staffordshire will review this notice regularly and at least annually. We may issue a new version of this notice and/or give you further notices on occasions when we collect and process personal data about you which may not have been covered previously. We will notify you of any changes that affect your rights and interests and will explain what this means for you.

11. REGULATION OF THE USE OF YOUR PERSONAL DATA

The University maintains a data protection registration with the Information Commissioner's Office, the independent authority which oversees compliance with the Data Protection Laws.

The University's registration number is Z6548391

12. HOW TO CONTACT US

You are welcome to contact us if you have any questions, concerns or complaints about how we process your personal data.

Departmental Contact

Sports Manager

Sir Stanley Matthews Sports Centre

University of Staffordshire

Leek Road

Stoke-on-Trent

ST4 2YJ

Email: sportscentre@staffs.ac.uk

The University has a Data Protection Team. Please use the following contact details for any queries about this privacy notice or how we process your personal data.

Data Protection

University of Staffordshire

College Road

Stoke-on-Trent

Email: dataprotection@staffs.ac.uk

Information Commissioners' Office

You have the right to complain about the processing of your data to the UK regulator, the Information Commissioner's Office.

Information Commissioners Office,

Wycliffe House

Water Lane

Wilmslow

Cheshire

University of Staffordshire: **Sport**



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Telephone: 0303 123 1113

Website: www.ico.org.uk