



POLICY NAME	UK Sport: NGB Privacy Notice
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UK SPORT – PRIVACY NOTICE FOR ORGANISATIONS

Welcome to The United Kingdom Sports Council's ("UK Sport") privacy notice. This applies to individuals that are employed by National Governing Bodies ("NGBs") and organisations that we grant fund or are within the high performance system.

This privacy notice tells you what personal data we process, for what purposes, how we look after your personal data and about your privacy rights. This is also known as your 'right to be informed' and meets our obligations under UK 'Data Protection legislation' (the UK General Data Protection Regulation ('the GDPR') and the Data Protection Act 2018 ('the DPA')).

1. WHO WE ARE AND HOW TO CONTACT US

Once any personal data is received by UK Sport, UK Sport is the registered data controller and responsible for your personal data. Within this policy UK Sport may be referred to as 'we' and/or 'us'.

We have appointed a data protection officer (DPO) who is responsible for overseeing this privacy notice. If you have any questions about this privacy notice, including any requests to exercise rights, please contact the DPO using the details set out below:

Full name of legal entity: The United Kingdom Sports Council

UKS Registration Number: Z4628784.

DPO contact email address: DataProtection@uksport.gov.uk

Postal address: 6th Floor, 10 South Colonnade, London, E14 4PU.

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to hear your concerns and try to deal with them before you approach the ICO so we invite you to please contact us first.

2. THE DATA WE COLLECT ABOUT YOU

As outlined above, we process the personal data of the ASP (Athlete Support Personnel) and other employees, such as Board members, of the NGBs and Partners we work with, for specific reasons.

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, title, image, date of birth and gender.
- **Contact Data** includes address, email address and telephone numbers.
- **Financial and Employment Data** includes disciplinary information (such as where UKS is informed of a breach of a UKS policy), salary information, national insurance and tax information, skills, learning and development record, CV, details of previous employment, length of time in role and references.
- **Individual opinions** includes those gathered during periodic review times or as part of a survey.
- **Special Categories of Personal Data** includes data relating to criminal offences, physical and mental health, and certain 'protected characteristics' such as ethnicity or disability.

It is important that the personal data we hold about you is accurate and current. Please let us know if your personal data changes during your relationship with us by advising both the UKS member of staff you have an existing relationship with and (or if you do not have this) our DPO using the above-mentioned contact details, so we can update your data.

3. HOW IS YOUR PERSONAL DATA COLLECTED?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
 - Complete applications on behalf of your organisations for grant funding;
 - Send us queries, request documentation to be sent to you or otherwise correspond directly with us;
 - Take part in any of our workshops, experience days, courses, such as coaching programmes;
 - Enter into contractual agreements with UKS.

- **Third parties or publicly available sources.** We may receive personal data about you from various third parties as set out below:
 - a) NGBs
 - b) UK Anti-Doping (UKAD);
 - c) DCMS;
 - d) LinkedIn, and/or other open source recruitment tools.

4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. These are known under Data Protection Legislation as 'lawful bases' and outlined under Article 6 GDPR. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where we need to comply with a legal obligation.
- Where we need to perform a task carried out in the public interest or it is necessary for the performance of a task that forms part of our official public function set out in our Royal Charter (https://www.uksport.gov.uk/~/_/media/files/board-documents/royalcharter1.pdf?la=en) which grants UK Sport official authority to make grants to sports and athletes.
- To fulfil our legitimate interests, on the occasions where the purpose falls outside of our public task and has been balanced accordingly.

- Where you have provided consent (and explicit where required) to the processing. Generally, we do not rely on consent as a legal basis for processing your personal data, but where we do so or it is required (for example, for a medical declaration form) it will be clear and you have the right to withdraw consent at any time by contacting us.
- Where it is needed for reasons of substantial public interest.

5. PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

We have set out below a description of all the ways we use your personal data, and which of the legal bases we rely on.

<u>Purpose/Activity</u>	<u>Type of data</u>	<u>Lawful basis for processing including basis of legitimate interest</u>
<p>To manage our relationship with you which will include:</p> <p>(a) Notifying you about changes to our terms or privacy notice.</p> <p>(b) Contacting you about, and/or replying to any queries as and when they arise.</p> <p>(c) Requesting information in response to a request from one of our partners or funding bodies (such as DCMS).</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Individual opinions</p>	<p>(a) Performance of a contract</p> <p>(b) Public task</p> <p>(c) Legitimate interests</p>
<p>To provide effective administration support to any financial relationship we have, which will include:</p> <p>(a) To nominate an athlete for funding (via an Athlete Performance Award).</p> <p>(b) For the creation, monitoring and ongoing administration (including payment) of the Grant Funding Award or any other grants.</p>	<p>(a) Identity</p> <p>(b) Contact</p> <p>(c) Financial and Employment</p>	<p>(a) Performance of a contract</p> <p>(b) Public task</p>
<p>To provide communications (both internally and externally) and for:</p> <p>(a) promotional purposes about important UKS work and news and stakeholder events, such as the annual conference; and</p>	<p>(a) Identity</p> <p>(b) Contact</p>	<p>(a) Public task</p> <p>(b) Legitimate interests</p> <p>(c) Consent</p>

(b) provision of, and sometimes inclusion within, the Stakeholder update.		
To maintain up-to-date contact information, for example, on our NGB and Partner Contacts Database.	(a) Identity (b) Contact	(a) Public task (b) Legitimate interests
To fulfil legal, Governance and accountability purposes such as to: (a) support and monitor compliance with the Code for the Sports Governance; (b) confirm adherence to the Grant Funding Agreement, and UKS standards and policies, including the Eligibility Policy (which covers standards of behaviour in sport and anti-doping); (c) keep adequate records if you are found to be in breach of any such policies, such as the Eligibility Policy; and (d) compliance with any other legal obligations that are not outlined above.	(a) Identity (b) Contact (c) Financial and Employment (d) Special categories of data (e) Individual opinions	(a) Public task (b) Substantial public interest (c) Explicit consent (d) Performance of a contract (e) Necessary to comply with a legal obligation
To review performance of the sport and carry out checks at various points in the cycle, including : (a) Annual Performance and Pre-Games review purposes; and (c) NGB Culture, and Pathway 'Healthcheck' purposes.	(a) Contact (b) Identity (c) Financial and Employment (d) Individual opinions	(a) Public task (b) Substantial public interest (c) Performance of a contract (d) Necessary to comply with a legal obligation

<p>To support our people development work, including to:</p> <p>(a) Complete the Elite Programme Journal.</p> <p>(b) Manage delegate applications for, and the running of, the Coaching and Leadership programmes (for example, Athlete to Coach program, Pathway Coaching and Pathway Leadership programme).</p> <p>(c) Conduct a census of coaches employed within the system.</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Individual Opinions</p> <p>(d) Employment</p>	<p>(a) Performance of a contract</p> <p>(b) Public task</p> <p>(c) Consent</p>
<p>To enable our Performance Advisor (PA) team to support the NGB, or NGB employees, to fulfil the WCP. This includes but is not limited to work that involves:</p> <p>(a) Sport strategic plans and tracking progress;</p> <p>(b) Health Checks, Independent reviews, Mission Reviews, Trackers for the current cycle, Mid Cycle reviews, Sport Conditions;</p> <p>(c) PA Dashboards on each Paralympic and Olympic funded Sports</p>	<p>(a) Contact</p> <p>(b) Employment</p>	<p>(a) Performance of a contract</p> <p>(b) Public task</p>
<p>To inform our understanding of, and opportunities around, the NGB's senior leadership performance team, including, but not limited to:</p> <p>(a) Document the representative of the Sport's past and present Board members.</p> <p>(b) Identify and improve ASP Talent (for example, of career pathways linked to strategic work on Talent and Succession).</p>	<p>(a) Identity</p> <p>(b) Employment</p>	<p>(a) Public task</p> <p>(b) Consent</p>
<p>To carry out our work within commercial and major events, including:</p> <p>(a) Liaising regarding athlete and other commercial appearances and/or promotional opportunities / marketing campaigns.</p> <p>(b) Liaising regarding any major events you are involved in.</p>	<p>(a) Contact</p>	<p>(a) Public task</p> <p>(b) Legitimate interests</p> <p>(c) Consent</p>

To support recruitment activities (for CEOs, Performance Directors and any Senior Leaders in the Sports that are deemed Performance critical).	(a) Contact (b) Identity (c) Employment	(a) Public task
Processing grants for International Relations Investment Strategies (IRIS) and International Development Grants (IDG).	(a) Contact	(a) Performance of a contract
Engaging over research purposes, such as requesting participation in surveys (for example, the Stakeholder Perception Survey).	(a) Contact (b) Identity (c) Individual opinions	(a) Consent (b) Public task

6. CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

7. DISCLOSURES OF YOUR PERSONAL DATA

We may share your personal data with the parties set out below for the purposes set out in the table above. The types of organisations, or recipients, that we may share your personal data with include:

- Service providers acting as processors who provide IT and system administration services.
- Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs and the Department of Culture, Media and Sport, who require reporting of processing activities in certain circumstances.
- National Governing Bodies who we provide funding to for purposes of reporting and conducting our operations.
- Other stakeholders within the high performance system such as the UK Sports Institute (UKSI), British Olympics Association (BOA), British Paralympic Association (BPA) and local organising committees, only where we have a legal basis, such as it being necessary for administration, safeguarding or legal reasons.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law.

8. INTERNATIONAL TRANSFERS

We do not routinely transfer your personal data outside the UK or the European Economic Area (**EEA**).

In the event that we were to transfer your personal data outside the UK and the EEA, we will ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the UK government.
- Where we use service providers, we will seek to use specific contracts approved by the Information Commissioner's Office and the UK government which give personal data the same protection it has in the UK.

Please contact us if you want further information on the specific mechanism we would use if we were to transfer your personal data out of the UK.

9. DATA SECURITY

We have put in place appropriate technical and organisational security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. This includes, but is not limited to, appropriate staff training, encrypted devices and utilising multi-factor authentication. We limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

10. HOW LONG WILL YOU USE MY PERSONAL DATA FOR?

We will retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect of our relationship with you.

Details of retention periods for different aspects of your personal data are available in our retention policy which you can request from us by contacting the DPO.

11. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you.
- **Request erasure** of your personal data.
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party).

- **Request restriction of processing** of your personal data.
- **Request the transfer** of your personal data to you or to a third party.
- **Withdraw consent at any time** where we are relying on consent to process your personal data.

If you wish to exercise any of the rights set out above, please contact us on DataProtection@uksport.gov.uk

12. NO FEE USUALLY REQUIRED

We will not charge a fee to access your personal data (or to exercise any of the other rights).

However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive.

Alternatively, we could refuse to comply with your request in these circumstances.

13. WHAT WE MAY NEED FROM YOU

We may need to ask for extra information from you to:

- help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure your personal data is not disclosed to any person who has no right to receive it; and
- help speed up our response.

14. TIME LIMIT TO RESPOND

We try to respond to all requests within one month. It may take us longer if your request is complex or you have made several requests. In this case, we will notify you and keep you updated.

15. CHANGES TO THE PRIVACY NOTICE

We keep our privacy notice under review. So that you're always aware of what information we collect, how we use it, how long we will keep it for and under what circumstances we disclose it, the most up to date version of this Privacy Notice is always accessible on the UK Sport Policies Page and our website.