



May 2015

LONDON SPORT PRIVACY AND COOKIE POLICY

London Sport is committed to ensuring your privacy is protected and that all collected data is safeguarded and processed in accordance with the Data Protection Act 1998 and other applicable privacy laws. Our website is maintained for your personal use and viewing. Your access and use of this site constitutes acceptance by you of these Terms and Conditions that take effect from the first day of use.

This document describes how we use and process personal data provided to us by you via phone, email, online, survey and/or other correspondence. It further outlines our use of cookies and provides you with a point of contact should you have any further questions or wish to initiate a 'subject access request'.

London Sport may from time to time alter these Terms and Conditions in order to improve our services. It is recommended that you frequently check this document for any changes that may occur.

This document can be considered to cover all departments and services provided by London Sport. These include but are not limited to London Sport, London Sport Coaching, London Sport Volunteering and Get Active London.

1. Data Protection

The Data Protection Act 1998 defines UK law on the processing and protection of personal data. It applies to all computer-based and paper-based structured records.

1.1 London Sport use and storage of data

Within the Data Protection Act 1998 is the provision for all data controllers to be open in relation to their use of information. This is achieved by following the eight principles of good information handling.

Personal data should be:

- i. Fairly and lawfully processed;
- ii. Obtained for specified and lawful purposes;
- iii. Adequate, relevant and not excessive;

- iv. Accurate and up to date;
- v. Not kept for longer than necessary;
- vi. Processed within the rights of data subjects under this act;
- vii. Secure; and
- viii. Not transferred outside the European Economic Area unless that country ensures adequate levels of protection

In accordance with these principles, London Sport may use your personal information for the following purposes:

- To perform the services you have requested, which may involve contacting you electronically, by post and/or over the phone
- To allow London Sport to perform their duties effectively, for instance by supporting funding applications or developing participation insight
- To facilitate user friendly features on London Sport owned websites and online tools
- For the reasonable purpose of London Sport, acting in accordance with the Data Protection Act 1998
- To market to you London Sport and selected third party products and services, and for other purposes you may have consented to when submitting your personal data

We may also use your information for the detection of fraud and market research purposes.

2. The types of information we collect

The information we collect may include your name, address, email address and telephone number. It may also include so-called sensitive personal data as outlined within the Data Protection Act 1998. For example, it may comprise of ethnicity, disability, health and any other data deemed reasonable in assisting London Sport to perform its duties effectively.

3. How we collect information

London Sport uses many sources for the collection of personally identifiable data, these may include but are not limited to:

- Funding applications
- Project data collection
- Recruitment application forms
- Through your registration on all London Sport owned websites
- Market research and insight collection

- Through email or telephone correspondence with London Sport employees

All personally identifiable information collected by London Sport is processed in accordance with the principles of the Data Protection Act 1998.

4. Data sharing

We will keep your information confidential except where disclosure is required or permitted by law (for example to government bodies and law enforcement agencies) or where your consent is obtained.

London Sport does not collect or compile personally identifiable information with the intent to disseminate or sell it to third parties for marketing purposes. However, on occasion we may use your personal information for the reasonable purpose of London Sport and to let you know about future projects and funding programmes that may be of benefit to you. On these occasions, communications may be delivered by selected third parties.

All information collected through our site is considered a trade secret of London Sport. As the owner of such information, we may disclose or sell such information, including personal information, as an asset of the company in conjunction with the sale to a third party of our company or a portion of our assets.

5. Cookies

London Sport may use cookies on all of our owned sites. Cookies are small data files which ask permission to be placed on your computer's hard drive or other mobile or handheld devices as you browse London Sport owned websites.

They are used to recognise users and may enable us to tailor our operations to your needs by gathering and remembering information about your preferences. They can also help us to provide you with a better website by monitoring which pages you find useful and which you do not. Cookies will not give us access to any other personal data on your computer or hard drive other than the personal data you choose to share with us.

To find out more about cookies, including how to see what cookies have been set up on your device and how to manage or delete them, visit <http://www.allaboutcookies.org/>.

6. Consent

By submitting your personal information to us, you signify your consent to our using the information provided in the manner outlined above. If we amend our privacy policy it will be published on this website. It is recommended that you check this document frequently for any updates.

7. Gaining access to your personal data

London Sport tries to be as open as it can be in terms of giving people access to their personal information. You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act 1998. Make your request in writing to the Insight Department at insight@londonsport.org.

Your request should include details and provide documented evidence of who you are (e.g. driving licence, passport, or birth certificate). You should also provide as much detail as possible regarding the information you wish to access (e.g. where and by whom information is believed to be held, specific details of information required etc.).

You are not required to state *why* you wish to access the information but you should include any details that will help us locate and retrieve the information.

If you have previously provided consent to London Sport to use your information, you may opt out by emailing insight@londonsport.org.