

## **DATA PRIVACY NOTICE**

### **Data Privacy**

Cardiff University Sport respects your privacy and is committed to protecting your personal data. This data privacy notice aims to give you information on what personal data we collect; how and why we collect it; how we store it and for how long we keep it.

This notice will explain how we look after your data and protect your rights in accordance with the relevant data protection legislation.

Further information and guidance on the University's approach to personal information and data protection policy can be found at the Cardiff University public information webpage <https://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection>.

This version of the Cardiff University Sport Data Privacy Notice was updated August 2020. Any changes to our privacy policy will be posted to our website and, where appropriate, notification will be made.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

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 we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Personal data that we hold**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

All Cardiff University student data is retrieved from the University's student records system (SIMS) that is provided by the student when joining the University. Additional information may be required when a member wants to access our facilities and services. This information is collected in the same way as non-Cardiff University students and staff members when completing a membership application form, booking forms and parental consent forms.

The categories that we may collect, store and use about you include (but are not limited to):

- Name, address and contact telephone numbers.
- Date of birth and gender.
- Student or Staff ID number.
- Email address.
- University course/department information.
- Work address and contact details.
- Visual images/photographs (including CCTV).
- Payment information, including financial details.

### **Why do we collect your information?**

We use your personal information for the following purposes:

- To allow entry into Cardiff University Sport facilities.
- To carry out our contractual obligations between you and us.
- To confirm eligibility for price categories at discounted rates.
- To notify you about changes to our services
- To provide information on products or services that you may request from us, or which we feel may be of interest to you, and where you have given consent for us to contact you for such purposes.
- To register individuals with National Governing Bodies, where you have given consent for us to pass on this information.
- For producing marketing materials, such as sports guides, website and social media content in the form of videos or images. Personal data alongside images will only be used with explicit consent.
- To enable financial transactions to and from us, including administration of sponsorships which may include sharing personal data with third party sponsorship providers.
- Where it is necessary to comply with a legal obligation.
- To provide management statistics through analysing member data which may be used by us to enhance user experience.
- For security and safety purposes.
- To ensure that we meet our statutory obligations, including those related to diversity and equal opportunities.

### **Who has access to your data?**

Departments of Cardiff University associated with Cardiff University Sport will have access to your personal data in a secure electronic format in instances such as:

- The provision of services
- Account administration
- Marketing
- Student support
- Technical support

#### **Who do we share your data with outside Cardiff University?**

Cardiff University Sport DOES NOT sell your data to third parties or other organisations. Upon request we may be required to share your personal data for the following:

- Legal and compliance reasons, such as the prevention, detection or investigation of a crime.
- External contracted coaches for those that participate in an organised Cardiff University Sport programme.
- To enable us to provide appropriate care in the event of an emergency.
- To secure scholarship/funding.
- To meet external audit or government requirements.

#### **How long do we keep your information?**

The University has appropriate security measures in place to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way.

We will not store your personal data for longer than is necessary and when we no longer need this information we will delete or destroy it. We will also ensure our entrusted partners and selected third parties with whom we share your personal data in accordance with this privacy notice will do the same. Data retention periods are determined by local laws, contractual obligations and the expectations and requirements of our data subjects.

#### **General Information**

Cardiff University Sport DOES NOT sell your data to third parties or other organisations.

From time to time Cardiff University Sport may use your personal data to conduct analysis that will provide useful unidentifiable information.

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

- **Right to access.** You have the right to receive a copy of the personal data we hold about you.
- **Right to erasure.** You can ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- **Right to be informed.** Every consumer has the right to know if, when and how an organisation is using their personal information.
- **Right to rectification.** The right to make alterations to the data if you discover that the information is incorrect or incomplete.
- **Right to restrict processing.** You can ask for your information to no longer be processed in order to establish the accuracy of the data.
- **Right to object.** You can object to the use of personal data for marketing purposes.
- **Right to data portability.** Allows movement of data to other service providers.

If you have a general question about how Cardiff University Sport related data is used, please contact us. You may contact [sport@cardiff.ac.uk](mailto:sport@cardiff.ac.uk) if you have any concern or complaint about how your data is being handled by Cardiff University Sport.

If you have any more general questions regarding data protection at Cardiff University please contact the Cardiff University Data Protection Officer – details listed below.

#### **Data Protection Officer**

The University is required to have a data protection officer who can be contacted if you have any queries, concerns, or complaints about the way your personal data is processed. You can contact the data protection officer by email or in writing to:

#### **Data Protection Officer**

Assurance Service  
Cardiff University  
Friary House  
Greyfriars Road  
Cardiff CF10 3AE  
Email: [inforequest@cardiff.ac.uk](mailto:inforequest@cardiff.ac.uk)