



Privacy Policy

for Disability Sport Wales Live Events

Date created: October 2021

Review date: October 2022

PRIVACY POLICY

for Disability Sport Wales Live Events

This Privacy Policy applies to everyone who signs up to, and attends a Disability Sport Wales live Event.

Your privacy is extremely important to us, so we want you to know exactly what kind of information we obtain about you and how we use it.

Disability Sport Wales promises:

- To respect and look after all the personal data you share with us or is shared with us by other organisations.
- To always keep it safe.
- To be clear when we collect your data about what we'll use it for, and not do anything you wouldn't reasonably expect us to do with it
- Never to sell your personal data to other organisations, and will only ever share it in appropriate, legal or exceptional circumstance We've set out all the details in this document.

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Please take the time to read and understand this policy, if you would like us to provide this information in an alternative, more accessible format, please contact us on 0300 300 3115 or email:

office@disabilitysportwales.com.

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1. Your information

a. Where does it come from?

When you decide to come to a Disability Sport Wales (DSW) Live Event, you will be asked to register some information as part of the RSVP process. This data is captured by disabilitysportwales.com, a subdomain of disabilitysportwales.com or insportseries.co.uk, and is held on our secure data collection site called monday.com on servers located within the EU, prior to attending the event.

b. What do we ask for, what will we use it for, and why are we asking for it?

We will only ever ask for information that we need to provide the service, information or administration you have requested. We will always ask your consent to get in touch for other information which might not be about the Live Event.

If Children under 16 are attending the event, we will only collect email information from an adult. The parent or guardian will be asked to consent to the child registering for the event, and it will be their contact details, we do NOT ask for those of the child/young person.

Under data protection law we need to have a valid legal basis for using your personal information, so we have set out what we will use your information for, and the legal bases that we will be relying upon on the following pages.

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If we ask for:

- Contact Name (first and surname)
- Email address
- Contact telephone number
- Support needs to be considered
- Dietary Requirements

We will use it to:

- register you on the event
- follow up with you for the purpose of feedback and to send you a thank you for attending
- plan for future events

We can ask for it (our legal basis) because:

The legal basis that we will be relying on to process this type of personal information in these cases will be because it is necessary for the performance of the **contract** between us.

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If we ask for:

- Your gender
- Your age
- Your impairment/ disability

We will use it to:

- monitor equality and diversity
- plan for future events

We can ask for it (our legal basis) because:

In this case the condition we rely on for processing the information is to monitor equality and diversity which is necessary for reasons of substantial **public interest**. DSW are committed to diversity and seek to deliver to all disabled people across Wales. We therefore review the diversity data so as to ensure equity in provision and to ensure we take the right action to widen delivery in areas where this is needed.

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2. Who do we share your information with?

Your personal data will be held by the DSW Business Manager on monday.com. Your personal data will be shared internally with other individuals and/or departments where this is reasonably necessary for the processing purposes set out in Section 1.

If you elect to receive further information from us we will then share your contact details (first name, surname and email address) with the relevant Disability Sport Wales internal department.

From time to time we will need to share your information with external people and organisations but we will only do so where we have a legitimate or legal basis for doing so and in compliance with our obligations under data protection laws.

Your information may be disclosed to:

- **The Police, local authorities, the courts** and any other government authority if they ask us to do so (but only if us doing so is lawful).
- **Where we are legally obliged to do so**, e.g. to comply with a court order
- **Other Sports Governing Bodies** in Wales and perhaps the UK in relation to coaching, participating, competing or volunteering (if you have consented for us to do so)
- **Partner Organisations or Sponsors** for feedback purposes (if you have given us consent to do so)

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3. International Transfer of Your Information

We do not knowingly transfer any of your personal data outside the European Economic Area. There may be occasions where it is necessary to share your information with international organisations (e.g. when you are travelling to an international competition or event) on these such occasions we will only do this with your involvement.

4. How long do we keep Your Information for?

To make sure we meet our legal data protection and privacy obligations, we only hold on to your information for as long as we actually need it for the purposes we acquired it in the first place.

In this case we will hold your data for 1 month, and this will primarily be for track and trace reasons. After that your information will be permanently removed from our records.

Please refer to the [DSW Information Retention Schedule](#) for further detailed information.

5. Individual rights

Data protection legislation provides individuals with several different rights in relation to their data. For example, you have the right to ask us whether we hold information about you and if so, for us to give you certain details about that information and/or the information itself. This right is commonly known as a “subject access request”.

continued overleaf.

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Certain exemptions and conditions apply to this right.

There are other rights which you also may be able to exercise, such as the right to have inaccurate personal data rectified, to object to the processing of personal data, to object to direct marketing, to the erasure of personal data or to have the processing of your personal data restricted as well as the right to have electronic data made portable. All these rights are subject to certain conditions and exemptions.

If you wish to exercise any of these rights or obtain further information about these rights please contact Fiona Reid:

☎ 07384 817 148

✉ fiona.reid@disabilitysportwales.com

6. About Us

Our full name is **The Federation of Disability Sport Wales, Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW**. We are the data controller of the information you provide us with. The term “data controller” is a legal phrase used to describe the person or entity that controls the way information is used and processed.

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7. Where to go if you want more information about your Privacy Rights

The Information Commissioner's Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. You can access them here http://www.ico.gov.uk/for_the_public.aspx.

8. Contact Us

You're welcome to get in touch with us to discuss your information at any time.

Our contact details are here:

🏠 Disability Sport Wales
Sport Wales National Centre
Sophia Gardens
Cardiff. CF11 9SW.

☎ 0300 300 3115