

# Privacy Statement: SGS Sport Community and Junior Clubs 2023-24

## Our contact details

South Gloucestershire and Stroud College, Stratford Road, Stroud, Gloucestershire  
Telephone: 01453 763424 E-mail: [DataPrivacy@sgscol.ac.uk](mailto:DataPrivacy@sgscol.ac.uk)

## The type of personal information we collect

We currently collect and process the following information about individuals registered on an SGS Sport Community or Junior Sport Club:

- Personal identifiers, contacts and characteristics (such as names, date of birth and contact details)
- Ethnicity and sex assigned at birth
- Information about any medical conditions or disabilities
- Entitlement to free school meals
- Next of kin details
- If you are cared for a Local Authority or were previously in care, we will also ask for information about your Social Worker

## How we get the personal information and why we have it

Most of the personal information we collect and process about you and your child is provided to us directly by you.

We collect personal information about you because we want to understand how best to support you and your child and because we have to share your personal information with the National Governing Body of your chosen sport.

Bristol Flyers Junior Club  
SGS Independents Junior Netball Club  
SGS College Table Tennis Club  
SGS Aztecs and Apaches Junior AMF  
SGS Sport Junior Athletics Clubs

[Basketball England](#)  
[England Netball](#)  
[Table Tennis England](#)  
[British American Football](#)  
[England Athletics](#)

We collect personal information to enable us to provide you with services and to help keep everyone safe whilst on any of our campuses.

We will share this information with:

The relevant and appropriate National Governing Bodies for your sport because **we have a contractual obligation** to do so.

We will also share this information with the Junior Club coaches, some of whom are volunteers and not employed by South Gloucestershire and Stroud College. We share your information with the Junior Club coaches with **your consent**.

**You are able to withdraw your consent at any time. You can do this by contacting us at [DataPrivacy@sgscol.ac.uk](mailto:DataPrivacy@sgscol.ac.uk)**

If you opt to withdraw consent we will ensure that your child's personal information is no longer shared with the Junior Club coaches; however, it will still be shared with the appropriate National Governing Body.

### **How we store your personal information**

Your information is securely obtained via a Microsoft Form and stored within Microsoft Teams. The data obtained will be shared with Volunteer age group coaches to support the operational running of our SGS Community Clubs through a locked Microsoft link which takes volunteers directly to the information.

South Gloucestershire and Stroud College is a Microsoft Showcase College and we have Cyber Essentials certification.

More information about Microsoft's standards of security, privacy, and compliance (for Schools and College's) can be found here:

<https://www.microsoft.com/en-gb/education/it-pro/security-solutions>

We keep the information we collect about you for **one academic year** (September – August). We will then dispose your information by securely deleting it from our servers.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [DataPrivacy@sgscol.ac.uk](mailto:DataPrivacy@sgscol.ac.uk) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [DataPrivacy@sgscol.ac.uk](mailto:DataPrivacy@sgscol.ac.uk)

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's can be contacted at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113    ICO website: <https://www.ico.org.uk>