

PRIVACY POLICY for Wales Deaf Sports events

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This Privacy Policy applies to everyone who signs up to, or attends a Wales Deaf Sport 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.

Wales Deaf Sports 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 circumstances. We've set out all the details in this document.

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 email: walesdeafsportsweb@gmail.com

1. Your information

a. Where does it come from?

When you decide to come to a Wales Deaf Sport event, you will be asked to register some information as part of the RSVP process. This data is captured and held on Disability Sport Wales' secure data collection site called Monday.com prior to attending the event. Access to view this information by Disability Sport Wales staff is restricted to the CEO and Administration Officer.

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 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.

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
- send you documents relevant to the event, or which you have requested from us
- 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.

If we ask for diversity data then it will be to monitor equality and diversity, and so we can plan for future events. 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.

Wales Deaf Sports are committed to diversity and seek to deliver to all deaf and/or hard of hearing people across Wales. We therefore review the diversity data to ensure equity in provision and to ensure we take the right action to widen delivery in areas where this is needed.

2. **Who do we share your information with?**

Your personal data will be held on the DSW Monday.com platform which is accessed by the Chair of Wales Deaf Sport, The Administrator for Wales Deaf Sport, the CEO of Disability Sport Wales (DSW) and the Administration Officer for DSW.

DSW supports us in some of our systems, but they will not use your personal data for any other reason than regarding the event.

If you elect to receive further information from Wales Deaf Sport and/or DSW we will then share your contact details (first name, surname and email address) with the relevant organisation.

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.

3. 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
- Partner Organisations or Sponsors for feedback purposes (if you have given us consent to do so)

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 after the event, and this will be primarily for track and trace reasons. After that your information will be permanently removed from our records.

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”. 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

Gwynne Griffiths - Chairperson for WDS

Tel: 07970 069597

Email: gwynnegriffiths1@sky.com

5. About Us

Our full name is '**Wales Deaf Sports**'

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.

6. 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.

7. Contact Us

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

Our contact details are here: walesdeafsportweb@gmail.com

USE OF PHOTOGRAPHY AND RECORDED IMAGES:

By agreeing to this Privacy Agreement you grant permission to WALES DEAF SPORTS (1125562) to use, reproduce and communicate (in hardcopy or electronic format) any photographs, audio and/or video recordings taken of me for the following purposes:

Wales Deaf Sports publications and promotional activities (including but not limited to WDS website and social media sites and promotional and marketing materials).

And in addition, I agree too (please tick):

Wales Deaf Sport to share Photography and Recordings with PR Companies and Disability Sport Wales to produce publications and promotional activities. I acknowledge and agree that this may result in public disclosure of my image.

Wales Deaf Sport agrees not to use your image in a manner that may be deemed adverse or defamatory. The image will remain the property Wales Deaf Sport and any personal details provided will be kept confidential and will not be used for any purpose other than related to your image.