

Positive Activities for Young People (PAYP) Programme Privacy Policy

At Kent Sport, we're committed to protecting and respecting your privacy.

We aim to provide you with the highest quality service whilst you are accessing our services. To do this, we must keep records about you and the services we provide for you. We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing.

We will:

- only collect personal data for specified purposes
- explain why we are collecting personal data
- where necessary, seek consent relating to the use of personal data
- retain personal data securely and
- only hold personal data for a specified amount of time after which it will be deleted.

If you have any questions regarding this policy or our privacy practices, then please contact us:

by email: kentsport@kent.gov.uk

in writing: Kent Sport and Physical Activity Service, Kent County Council, Worrall House, 30 Kings Hill Avenue, Kings Hill, Kent, ME19 4AE.

or by telephone: 03000 414001.

We may change our privacy notices from time to time, so please check the Kent Sport website (www.kentsport.org) occasionally to ensure that you're happy with any changes.

Who are we?

Kent Sport and Physical Activity Service (Kent Sport) is a service within and is part of Kent County Council. Kent County Council is the data controller and is responsible for the security of the data that you provide and for overall compliance with data protection legislation. We are an integrated team of Kent County Council and Sport England funded staff, working together as the County Sports Partnership for Kent. We work with partners and networks across the county to provide opportunities for everyone to get involved in sport and physical activity for enjoyment as well as wider health and social outcomes.

How do we collect information from you?

We obtain information about you or the person(s) you have identified to deliver sessions when you contact us to access PAYP funding and, this will usually be through email contact or submission of an application/project plan form. As part of the PAYP monitoring processes and conditions of funding we will also ask for registration forms to be submitted to us as a hard copy sent to us through the post or passed to one of our staff in person.

kentsport@kent.gov.uk

What information do we collect?

We rely on your consent to store and process the personal information that we collect.

The personal information we collect will usually include your/your coaches name, contact details, role, level of coaching qualification and information needed to provide you with the specified service. We will state clearly the information we will be collecting when you apply, enter or sign up for the PAYP programme. If you would like to find our more information about PAYP then please visit the relevant webpage on our website (<https://www.kentsport.org/positive-activities-for-young-people-fund>) or contact us by email at kentsport@kent.gov.uk.

We may visit sessions to develop case studies for the purpose of promoting the PAYP programme and providing best practice guidelines for others. This may include the collection of images of participants at sessions. Where we do this, we will ask the adult responsible for the activity to complete a consent form that includes participant names and confirmation that they have photo consent from an appropriate parent, carer or guardian. Images may appear in website articles, social media posts, printed publications or promotional materials. Names will not be used in any publicly available promotional material but are collected with consent confirmation as part of our safeguarding policy to protect participants.

We may also ask for your, or your organisation's bank details via a BACS form to transfer grants from our funding streams, including the named persons, postal address and the email address that this account is linked to. This information will be transferred to KCC's central finance system and will be held securely. You will need to ensure you have the permission of any third-party to share their contact details with us.

How is your information used?

We may use your information to:

- process a grant or membership in accordance with the relevant criteria and terms and conditions
- contact you in accordance with the relevant criteria and terms and conditions of your funding award
- to carry out our obligations arising from any contracts entered into by you and us
- dealing with entries into a competition
- seek your views or comments on the services we provide
- notify you of changes to our services
- send you communications that may be of interest to you in relation to sport and physical activity funding streams, training, events and competitions.

kentsport@kent.gov.uk

How long will we hold your information?

We review our retention periods for personal information on a regular basis. We will securely store data, including images, related to PAYP projects for the length of the individual project plus two years. This is for monitoring and evaluation purposes.

Who has access to your information?

We will not sell or rent your information to third parties, or share your information with third parties for marketing purposes.

We may pass your information to our third-party partners (for example schools, the host site organisation(s), community sports club personnel, coaches, your district's School Games Organiser- who can be found at www.kentschoolgames.com/content/school-games-organisers) for the purpose of providing this service to you. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service (for example linking you with a club/school/college contact to develop a project).

How you can access and update your information

The accuracy of your information is important to us. If you would like to update or amend the information that we hold about you, then please contact us:

by email: kentsport@kent.gov.uk

in writing: Kent Sport and Physical Activity Service, Kent County Council, Worrall House, 30 Kings Hill Avenue, Kings Hill, Kent, ME19 4AE.

or by telephone: 03000 414001.

Your Rights

Under the GDPR you have a number of rights which you can access exercise free of charge which that allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioner's Office

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation

kentsport@kent.gov.uk

- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact

Please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, Benjamin Watts, at dpo@kent.gov.uk or by writing to the Data Protection Officer at Sessions House, Maidstone, Kent ME14 1XQ.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

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