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# PRIVACY POLICY

## Purpose

Women in Sport is committed to protecting your privacy and security by ensuring all personal information collected is used appropriately and is kept safely and securely. This privacy policy explains how and why we collect, store and use your personal information.

Our privacy policy sets out our commitment in accordance with the General Data Protection Regulation 2018.

Women in Sport is registered charity (no: 1060267) and a company registered in England and Wales (no. 03075681).

Our vision is a society where women and men have equal opportunities. Women and girls are missing out on the lifelong benefits of sport. We want to change this, now, for every woman and girl in the UK.

Our address is House of Sport, 190 Great Dover Street, London SE1 4YB.

The main purpose of the policy is to ensure Women in Sport is compliant with legislative and regulatory requirements.

This policy should be read together with Data Protection and Complaints Policies.

## What we collect

Your personal data - We will obtain personal data when you enquire about our activities, sign up to any of our services including our newsletters, training events, donate to us, when you visit our website, apply for a job or volunteering opportunity with us, enter in to a contract with us or contact us. We may also receive information about you from third parties, for example if you are sent a link to our website which you then open.

Personal data is defined as: ***“information that identifies a living person, or which can be identified as relating to a living person”***

***When we talk about “you” or “your” in this policy we mean any living person whose personal data we collect.***

## The personal data we hold

The personal data you provide us as listed in the point above: For example, we may hold:

- Personal information: your name, date of birth, email/IP address, postal address and telephone number, biometric data, & images
- Family spouse/partner/next of kin details.
- Financial information (such as credit/debit card or direct debit details, whether your donations are gift aided).
- Information provided by you in response to an event
- Information provided by you in the form of an enquiry to our Research and Advice Service.
- Details of the ways in which you wish to be contacted by us.

Personal data generated by your involvement with Women in Sport

- As a result of your involvement with us, such as enquiries regarding our research, publications and events.
- Your visits to our website.
- Your attendance at our events.
- Your donation history.
- How you have helped us by volunteering or donating to us.
- When you have applied for a job.

Personal data from third parties

We may on occasion receive personal data from third parties if we are working with partners on events, research or other projects.

We may on occasion also collect personal data about you from external media sources and through publicly available sources including information from social media. The data we might obtain from these sources may include your involvement with the sports sector, sports media, your charity affiliations etc and are what is in the public domain.

Special categories of personal data: we do not normally collect or store special categories of personal data. However, there may be situations when we need to do so. Please contact our Data Protection Officer [info@womeninsport.org](mailto:info@womeninsport.org) if you wish to clarify the circumstances for collecting special categories of data.

## How we use your personal data

We will only use your personal data with your consent, for purposes for which it was obtained. We have specific privacy notices in place for different categories of data subjects.

We may use your personal information to provide you with services and products, manage our relationship with you or to send you information that you may find useful, provided you have indicated that you are happy to be contacted for these purposes.

We will only hold your information as per the consent provided, or for as long as required by law. Where you ask us to delete your records we will delete it earlier.

Any data collected for our insight will be held and processed according to the Market Research Society (MRS) standards.

The duration for which we retain your personal information will differ depending on the type of information and the reason why it was collected. In all instances of collecting your data, we will specify the length of time that we will hold the information. In some cases, personal information may be retained on a long-term basis to fulfil regulatory requirements. In such instances we will make it clear to you the length of time that we will hold your data. We may also use your personal data to comply with a legal duty or enter into a contract or perform a contract with you.

We will only use your data for our own (or third party's) legitimate interests, provided your rights do not override these interests.

We also continually review what information we hold and will delete personal data which is no longer required.

We will only share your personal information in order undertake services or when we are required to do so by law. We do not sell, trade or rent your personal information to others.

## Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Any payments made to us are processed by a third party (Blackbaud Merchant Services) via a secure online portal. For further details about how Blackbaud Merchant Services keep your information safe and secure, please see their [Privacy Policy](#).

## Control of your personal data

A Data Controller is a person or legal entity who controls how personal information is processed and used.

A Data Processor is a person or legal entity who process and uses personal information in accordance with the instructions of a third party i.e. the data controller.

We may, depending on the circumstances, act as a data controller and or a data processor. When we act as a data controller, you will be able to exercise your rights in relation to your personal information with us.

When Women In Sport is the Data Processor, that means you cannot exercise these rights against us directly. In such circumstances, we will endeavour to inform you who is the data controller of your personal information so that you can direct any such requests to them.

#### Your rights

- The right to know whether we hold your personal data and, if we do so, where it is technically feasible to be sent a copy of the personal data that we hold about you.
- The right to have your personal data erased (though this will not apply where it is necessary for us to continue to use the data for lawful reasons).
- The right to have inaccurate data rectified.
- The right to object to your personal data being used for marketing or profiling; and automated decision making
- To withdraw the right to use your personal information in a particular manner

There are some exceptions to the rights above, or if you would like further information on your rights or you wish to exercise them or wish to make a subject access request please contact our Data Protection Officer at [info@womeninsport.org](mailto:info@womeninsport.org)

## How we use cookies

We use cookies (a small piece of text stored on a user's computer by a web browser) on our website. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of our website.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Consent

By providing us with your personal data, you consent to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible, at the addresses below. We will promptly correct any information found to be incorrect.

Data Protection Officer  
Women in Sport  
House of Sport  
190 Great Dover Street  
London  
SE1 4YB  
[info@womeninsport.org](mailto:info@womeninsport.org)

We reserve the right to amend this privacy policy from time to time to ensure that it remains up to date and continues to reflect how and why we use your personal information from our website. Any changes will be posted on this page.

<http://www.womeninsport.org/privacy-policy>

## Complaints

Should you have a complaint about how we have used (“processed”) your personal data, in line with our complaints policy you can complain to us directly by contacting our Data Protection Officer at [info@womeninsport.org](mailto:info@womeninsport.org).

If you are not happy with our response, or you believe your data protection or privacy rights have been infringed you can complain to the Information Commissioners Office. Details of this can be found at [www.ICO.org.uk](http://www.ICO.org.uk)

## Related policies

- Data Protection Policy
- Whistleblowing Policy

**May 2018 (Chief Executive)**

**Approved: July 2019**