

Privacy Notice

St Helens Sports Development Community Sport Programme aims to increase the number of inactive people participating and engaging in sport and physical activities.

Everything we do is externally funded. We apply to grant agencies and funders (people with money) and if successful are granted the funds to be able to pay towards for venue hire, staff costs and equipment – keeping our sessions low cost for you.

St Helens Community Sport is a 2-year programme funded by Sport England.

Why we need your details

We need to collect details relating to your health to protect you and ensure your safety when taking part in physical activity, as defined in Article 9 (c) of the General Data Protection Regulation (GDPR) processing is necessary to protect the vital interests of the data subject.

As a delivery organisation, we are required to feedback attendance information (Your Details) to justify spend and prove that targets of the programme are being achieved and that we are meeting the requirements of the funding contract.

Name – So we can see how many times you have been to a session and if we have kept you coming for a number of weeks.

Date of Birth – To show you are the right age to be attending the sessions.

Post Code – So we know which area of the town or other towns you are traveling from.

Gender – Allows us to work out how many males and females we have coming to the sessions.

Employment Status – Allows us to monitor participation across different groups.

Pre and Post Participation Surveys – These allow us to monitor your increase in physical activity.

This is in line with Article 6 (f) of the GDPR where processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party.

Ethnicity and further details on physical and mental illnesses will be optional and only provided with your consent as per Article 9 (2) (a) of the GDPR. The consent you give for these specific questions, can be withdrawn at any time.

We collect all of the information to prove that we are hitting the targets set by the funder and use some of the statistics (but never names) for future grant applications.

What do we do with your details?

The details you give us are securely inputted to a monitoring spreadsheet held by St Helens Council.

Anonymous data will be shared and transferred using the 'Data Send' Tool – A password protected online system, using SSL encryption. This allows the funders to ask the company involved in collecting data, to check that we are hitting the targets set out in the contract we have with them.

Only staff at the session and Sports development staff inputting the information are able to see your name.

If at any point you would like to see, make changes and/or delete your information from the Sports

Development data records, this can be done by sending an email to gemmaharkness@sthelens.gov.uk

If at any point you would like to see, make changes and/or delete your information from the Data Send digital platform tool, this can be done by sending an email to CFE's programme manager:

Peter.Howe@cfe.org.uk

How long do we keep your details?

Sports Development will keep your details, electronically for a period of 12 months following the end of the programme.

Information will be retained by CFE until September 2022 when the programme evaluation comes to an end.

We use the data (Not your name) to help write new funding applications and prove that the sessions are successful and need more funds to continue.

Name, Date of Birth, Post Code, Gender, Ethnicity and Employment Status are essential to establish session impact and retention statistics of participants including gender breakdown and participation trends from each local area. Individual sessions attended and attendance information also seen as necessary to measure the programmes impact.