 **PRIVACY POLICY (SEPTEMBER 2019)**

Get Set 4 Sport understands the importance of data protection, and will always process your data in accordance with the General Data Protection Regulation (GDPR).

Our policy explains the reasons why we at Get Set 4 Sport might ask for your personal data. It will cover three main areas. What data we collect from you and why; how we keep it safe and process it in accordance with the law, including who has access to it besides Get Set 4 Sport; and finally, what we are doing to protect your rights as a data subject, and how you can exercise those rights.

**The personal data we collect**

Get Set 4 Sport collects personal data for several reasons. These include:

* Named contacts in organisations that will enable us to deliver workplace or school-based programmes, or allow us to carry out business transactions
* Names of people wanting to participate in one of our projects
* Names of parents/guardians of young people, required for safeguarding purposes
* Names of those wishing to be informed of activities
* Names of people providing or contributing to our activities

**Why we hold personal data**

**Several activities require us to process personal data. These include:**

* Delivering activities or programmes
* Internal record keeping

**How we keep personal data secure**

Get Set 4 Sport takes data security extremely seriously. We have therefore implemented appropriate digital, managerial and physical procedures to ensure your data is not lost, stolen, damaged or disclosed to any unauthorised person or organisation.

**Who sees personal data**

Only our Get Set 4 Sport staff can view personal data on a need to know basis. In every circumstance, we will ensure that Get Set 4 Sport staff protect your data with the utmost responsibility and act in accordance with the GDPR.

**How we will uphold your rights as a data subject**

We will do our best to keep the data we hold accurate. However, if you spot any errors in the data we hold on you, please let us know and we will rectify them.

Our promise to you, is to never use your personal data for anything we haven’t already told you about. Unless obliged to do so by law, we won’t share your data with anyone other than the organisations we have told you about. We will never use your data for any form of profiling or automated decision-making.

You can ask to see what personal data we hold on you at any time. You can also request that we delete it, or tell us not to use it for some of the purposes described in this policy. Where applicable, we can provide your data to you in a portable digital format.