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# PRIVACY NOTICE FOR OUR TASS SUPPORTED ATHLETES

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The Talented Athlete Scholarship Scheme is a designated fund of Sports Aid Trust which is a company limited by guarantee, incorporated and registered in England and Wales with company number 05538901 whose registered office is 1st Floor, 21 Bloomsbury Street, London, WC1B 3HF (SportsAid). We are committed to protecting and respecting your privacy.

For data protection legislation, SportsAid is, what is known as, **a data controller** (i.e. the company that is responsible for, and controls the processing of, your personal data) with registration number Z5580350. This means we have control over how your details are used and who we pass them to.

References to **we, our** or **us** in this privacy notice are to the **Talented Athlete Scholarship Scheme (TASS), College House, Northumberland Road, Northumbria University, Newcastle upon Tyne, NE1 8ST**, under the oversight of SportsAid.

We want to make sure all the personal details we hold about you are safe and secure, so we have put together this notice to tell all our TASS supported athletes, how we make sure we do just that, and what to do in case you have any questions for us or want to see what information we have.

We have not appointed a Data Protection Officer to make sure that we obey data protection laws [as we are not required to do so], but our TASS National Director has overall responsibility for data protection compliance in TASS.

Contact details are set out in the "**Contacting us**" section at the end of this privacy notice.

## 1. **WHAT TYPE OF DETAILS DO WE COLLECT FROM YOU?**

We might collect the following **personal details** about you before, during or after your time as a TASS supported athlete, such as:

- details of how we can contact you, such as your name, email address, where you live and phone number;
- your date of birth;
- your gender;
- TASS award details, including when you joined TASS and any date when you are no longer supported as a TASS athlete;
- all records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
- any bank details belonging to you or your parent or guardian;
- how you use the TASS Portal and any passwords, user names and other things that may identify you to us online;
- records that tell us when you were at our events or sessions at your TASS Delivery Site;
- details of education courses that you are currently undertaking;
- images in video and/or photographic form that may have been provided by you or your National Governing Body; and
- If you visit our website at <https://www.tass.gov.uk/> we may collect data from you in accordance with the terms of our website privacy policy which can be located here <https://www.tass.gov.uk/legal-disclaimer/>.

## 2. SPECIAL INFORMATION

We may also hold and use what is called “**special information**” such as your race or ethnicity, and any information about your health such as any injuries you have/have had. In the table below, where we use this **special information** you will see this symbol \* and we will only use it if we have a really good reason to do so such as:

- if it is in the interests of the public and we have a lawful reason to use it;
- we need it to help us with a legal case we are involved in;
- certain laws allow us to use it; or
- you have told us you are happy for us to use it.

In the table below we refer to these as the “**special reasons**”.

## 3. WHERE DO WE GET THIS INFORMATION FROM?

We will normally collect personal information about you when you first complete your nomination on the TASS Portal to set up your award at <https://portal.tass.gov.uk/> to become a TASS supported athlete, or when you want to talk to us on the phone, by e-mail or in some other way.

We also may collect details about you from your National Governing Body, who will nominate you to receive TASS support. They may have included information regarding other support services.

## 4. HOW DO WE USE YOUR INFORMATION?

What do we use your information for?	What type of information do we use?	What reason do we have to use it (this is the boring legal bit...)
<b>To make sure your TASS support runs smoothly and we can provide the very best service for you.</b>	All contact and award details, any chats we have had, and details of TASS sessions you have attended.	We need all this information to make sure we (and our TASS Delivery Sites) do an excellent job in managing your support services for you.
<b>To provide you with any TASS kit or other services as part of your TASS award from us.</b>	All contact and award details.	We need all this information to make sure you get the kit and services as part of your TASS award.
<b>To issue the payment of your athlete personal award (if applicable)</b>	All contact, award and bank account details and details of any payments we make.	We need all this information so that we can make your athlete award payments to you.
<b>To send you information which we think you might find interesting based on you being a talented student-athlete, such as newsletter items with updates, upcoming competitions and events we are running, offers and discounts and any updates regarding your TASS support.</b>	All contact and award details.	We need all this information to make sure we (and our TASS Delivery Sites) do an excellent job in managing your support services for you.
<b>To send you other information which you have asked us to send to you.</b>	All contact and membership details and your requests for information.	Only where you have asked us for specific information.
<b>To help you if you have a question or you are not happy with something we have done.</b>	Contact details and any chats we have had.	It is in our interests to make sure we deal with any issues you have quickly.

<b>We will keep all your details on our files.</b>	All your personal details.	It is in our interests to hold your details on file so we can deal with any issues with your TASS support and to make sure we do an excellent job in managing your services. Sometimes we may have to keep your details because the law tells us we have to. If we use any ' <b>special information</b> ', we will only do so based on one of the ' <b>special reasons</b> ' we talked about above. When required we will seek to obtain your consent to do so.
<b>To protect our IT systems.</b>	Details about how you use the TASS Portal.	It is in our interests to make sure that our IT systems are safe and secure for all staff, practitioners and student-athletes (including you) to use.
<b>To promote the activity of TASS</b>	Any photos or videos of you.	Only where you have told us you are happy for us to use our photos.
<b>We will use your details to assess your performance and to find out what else we can do to help you improve your development and training with us.</b>	Details about your performance and the sessions you have attended.  We might also hold details about your health*, if you have received treatment through the TASS Medical Scheme.	We need all this information to make sure we do an excellent job in managing your dual career development. If we use any information about your health, we will only do so based on one of the ' <b>special reasons</b> ' we talked about above.
<b>To make decisions about your development through any development programme you are registered.</b>	Details about your performance and the events or competitions you have attended.  We might also hold details about your health and any club membership.	We need all this information to make sure we do an excellent job in managing your development through the performance programme. If we use any information about your health, we will only do so based on one of the ' <b>special reasons</b> ' we talked about above.
<b>To and keep track of any events and competitions you attend.</b>	Details about your performance (but we won't use any ' <b>special information</b> ') and the events or competitions you have attended.	We need all this information to make sure we do an excellent job in managing your development through the performance programme. We also like to celebrate the successes of TASS athletes, but we will only do this if we have your consent.
<b>To put together all the information we need in case there are any disciplinary or other issues with your TASS award.</b>	All your personal details.	It is in our interests to make sure we provide you and others like you with a safe and fair dual career environment in which to develop. If we use any ' <b>special information</b> ', we will only do so based on one of the ' <b>special reasons</b> ' we talked about above.
<b>To assess whether you are the right person to receive a TASS award.</b>	Any details we have on file to assess whether you are the right person to receive a TASS award.	We need all this information to make sure you meet the criteria to receive a TASS award.

<p><b>To make sure we are fairly offering opportunities to everyone.</b></p>	<p>Name, your birthday, gender, information about your race or ethnicity*, health and medical information* and performance data.</p>	<p>It is in our interests to make sure we provide you and others like you with the same opportunity to get into sport no matter who you are and where you come from.</p> <p>This information will usually be anonymised and only used for reporting purposes to Sport England.</p> <p>If we use any '<b>special information</b>', we will only do so based on one of the '<b>special reasons</b>' we talked about above.</p>
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For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a TASS supported athlete or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your position as a TASS support athlete. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

**5. HOW CAN YOU STOP US FROM MARKETING TO YOU?**

We will not be trying 'sell' you anything. However, sometimes we may wish to contact you by email to tell you about events / sessions / workshops we think you might like. We will only do this if you have told us you are happy to receive these messages and you can tell us to stop at any time by letting us know us at the TASS National Office. **Also look out for the link at the bottom of any messages we send you which will also put a stop to any messages.**

**6. WHO ELSE MAY USE YOUR DETAILS?**

We may send your details to others to help us run our organisation. These are:

- **Anyone you have said you are happy for us to send your details to.**
- **To your National Governing Body:** to help us to improve and keep an eye on developments in you sport.
- **Organisations that provide services to you:** such as the TASS Delivery Sites and Health Partners (who administer the TASS Medical Scheme);
- **The Government or our regulators:** in the unlikely event, where the law tells us to do so or to help them with any investigations.
- **Police, law enforcement and security services:** in the unlikely event, to help them with any investigation, prevention of crime or matter of national security.

**7. ARE YOUR DETAILS SAFE?**

We have put in place lots of security measures to make sure your details don't go missing or get used in a way they shouldn't be. We have a talented team of people working at TASS, who are trained to know how to use your details securely and will only use your details when and how we tell them to.

**Did you know that all 'data controllers' based in the European Union and the UK like us are subject to laws that make sure that your personal details are safe?** That is why we don't share your personal details to anyone outside of the UK and the European Union. If someone else is using your details because we have told them to, we will also make sure that we put measures in place with them to protect it.

## 8. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We collect personal details from you for various reasons and so we might keep it for different lengths of time. We will retain you name, sport and TASS Delivery Site, along with the year(s) you were supported on TASS indefinitely for our historic records for reporting purposes. All other personal and contact details will be erased within 1 year after you your TASS award ends. At the end of your TASS award, you will be invited to join the TASS Alumni.

It is important to make sure that the details we hold about you is accurate and up-to-date, so make sure you let us know if anything like your email address or phone number changes. You can normally do this through the TASS Portal or by contacting us at the TASS National Office by telephone on 0191 6078270 or by email [info@tass.gov.uk](mailto:info@tass.gov.uk).

## 9. **WHAT ARE YOUR RIGHTS?**

Did you know you can ask us to do lots of things with your details?

You can ask us:

- to tell you how your details are being used;
- to provide you with a copy of all details we hold on you;
- to correct some of the details we hold if they are not correct or out of date like your contact details for example;
- to delete all of the details we hold on you (unless we have a good reason not to!);
- to stop using your details in a certain way; and
- to send your details to you or another organisation like any club you play at for example;

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

**DON'T FORGET** though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time and you can always tell us to stop sending you marketing messages. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact us at TASS National Office by telephone on 0191 6078270 or by email [info@tass.gov.uk](mailto:info@tass.gov.uk).

## 10. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course, where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

## 11. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with one of the TASS Team TASS National Office by telephone on 0191 6078270 or by email [info@tass.gov.uk](mailto:info@tass.gov.uk).