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# PRIVACY NOTICE FOR OUR TASS WEBSITE

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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 have not appointed a Data Protection Officer to oversee our compliance with data protection laws [as we are not required to do so], but our TASS National Director has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "**Contacting us**" section at the end of this privacy notice.

We are committed to respecting your privacy. This notice is for the website [www.tass.gov.uk](http://www.tass.gov.uk) and served by TASS and governs the privacy of those who use it. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

## 1. **PERSONAL INFORMATION WE COLLECT**

We may collect the following types of personal information about you:

- **Contact details:** information that allows us to identify and contact you directly such as your name, email address. Only if you have provided these when filling in one of our forms.
- **How you use our website:** we collect information about the pages you look at and how you use them.
- **Details of the correspondence (including e-mail correspondence) you send and receive from us and details of any claims:** this includes letters and emails, SMS, MMS and other electronic communication and may in some cases include audio recording of telephone conversations.
- **Subscription information:** for example, when you subscribe to one of our newsletters or other materials.
- **IP address information:** your computer's IP address allows us to track your usage of our website.

## 2. SOURCES WE COLLECT YOUR PERSONAL INFORMATION FROM

We will collect personal information from a number of sources. These may include the following:

- **Directly from you:** when you indicate that you may wish to attend an event, complete forms we provide to you, respond to a survey, use our website, enter our competitions and promotions, make a claim, make a complaint or communicate with us directly in some other way.
- **Our website:** provides us with information about how you use it and the devices that you use to connect to our website.

## 3. WHAT WE USE YOUR PERSONAL INFORMATION FOR

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this. Which will apply will depend upon the nature of your relationship and interactions with us.

Purpose	Personal information used	Lawful basis
<b>To send you information which we think you might find interesting based on you signing up for the TASS newsletter, including items with updates, upcoming competitions and events we are running, offers and discounts</b>	All contact details.	Where you have given us your explicit consent to do so.
<b>Deal with your queries or complaints, claims, legal disputes or raise queries, claims, legal disputes or complaints with you</b>	All the personal information we collect	This may be necessary to perform a contract with you or the organisation that you represent  We have a legitimate interest to improve the services and/or products we provide  To defend, bring or establish legal claims
<b>Maintain and improve our services and/or products</b>	All the personal information we collect	We have a legitimate interest to improve the services and/or products we provide
<b>Data analytics and statistical analysis to help us improve our online services</b>	Your IP address and how you use our website	We have a legitimate interest to improve the online services we provide and user experience
<b>To provide you with requested information</b>	Contact details and services and products or other information that you have requested we provide to you or your organisation	To comply with any request made by you
<b>To comply with our legal [and regulatory] obligations</b>	All the personal information we collect	To comply with any legal [and regulatory] obligation or requirement
<b>Storage of records relating to you and also records relating to our organisation</b>	All the personal information we collect	To be able to manage and fulfil any contract with you, we may have a legal obligation to do so and we also have a legitimate interest to keep proper records

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. We will generally only ask for your consent for direct marketing.

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 marketing information to you.

We may anonymise and aggregate any of the personal information we hold (so that it does not directly identify you). We may use anonymised and aggregated information for purposes that include testing our IT systems, research, data analysis, improving our site and developing new products and services.

#### 4. **WHO WE SHARE YOUR PERSONAL INFORMATION WITH**

We may share personal information with the following parties:

- **Any party approved by you.**
- **Third parties that provide a service to you on our behalf:** for example, we will use the MailChimp platform to prepare and distribute our digital mail. We will ensure that we have data processing agreements in place with all such third parties.
- **Other service providers and advisors to us:** such as companies that support our IT, help us analyse the data we hold, organise events for us, process payments, send communications to our customers, provide us with legal, property or financial advice and generally help us deliver our products and services to you or the organisation that you represent or for us to purchase them from you or the organisation you represent.
- **Police, law enforcement agencies and security services:** to assist with the investigation and prevention of crime and the protection of national security.

We also use Google Analytics which sets cookies to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the website and blog, where visitors have come to the website from and the pages they visited. To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

We may provide third parties with aggregate statistical information and analytics about users of our products and services but we will make sure no one can be identified from this information before we disclose it.

We do not disclose personal information to anyone else except as set out above unless we have your consent or we are legally obliged to do so. We do not sell your data.

#### 5. **DIRECT MARKETING**

**Email marketing:** from time to time, we may contact you by email with information about events or services we believe you may be interested in, in the form of a newsletter.

We will only send marketing messages to you in accordance with the marketing preferences you set when you either create your account, that you tell us you are happy to receive or where you or the organisation you represent have purchased similar services or goods from us previously.

You can then let us know at any time that you do not wish to receive marketing messages by sending an email to us at [info@tass.gov.uk](mailto:info@tass.gov.uk) or by using the details set out in the "**Contacting us**" section below. You can also unsubscribe from our marketing by clicking on the unsubscribe link in any marketing messages we send to you.

## 6. **TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY**

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

The personal information we collect about you is not transferred to or stored in countries outside of the UK or European Union except as set out in this section.

Our directors and other individuals working for us may in limited circumstances access personal information outside of the UK and European Union if they are on holiday abroad outside of the UK or European Union. If they do so they will be using our security measures and will be subject to their arrangements with us which are subject to English Law and the same legal protections that would apply to accessing personal data within the UK.

In limited circumstances the people to whom we may disclose personal information as mentioned in section 4 above may be located outside of the UK and European Union. In these cases, we will impose any legally required protections to the personal information as required by law before it is disclosed.

If you require more details on the arrangements for any of the above then please contact us using the details in the "**Contacting us**" section below.

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

We will keep your personal information for as long as is necessary for the purpose for which it has been obtained and then for as long as there is any risk of a potential claim, which will be dependent upon the limitation period for the particular type of claim. We have set out below the main retention periods which will apply:

- For individual contacts at customers and suppliers this will be for as long as we continue to have a relationship with that customer or supplier and then for a period of up to 2 years afterwards.
- For marketing contacts it will generally be a period of up to 2 years after we were last in contact with you.
- For website users it will generally be a period of up to 6 years after you used our website.
- For individuals seeking information, making complaints or otherwise corresponding with us it will generally be up to 2 years.
- For individuals attending an event it will generally be a period of up to 2 years after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you move position or work for a different organisation or change your phone number or email address. you can contact us by using the details set out in the "**Contacting us**" section below.

## 8. **SECURITY**

We have numerous security measures in place to protect the loss, misuse and alteration of information under our control, such as passwords and firewalls. We cannot, however, guarantee that these measures are, or will remain, adequate. We do, however, take data security very seriously and will use all reasonable endeavours to protect the integrity and security of the personal information we collect about you.

## 9. **YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

## 10. **INTERNET COOKIES**

TASS do not use cookies for collecting user information. We will not collect any information about you except your IP address, which is used to record the number of visitors to our site via Google Analytics.

## 11. **EMAIL MARKETING MESSAGES & SUBSCRIPTION**

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Any email marketing messages we send are done so through an EMS, email marketing service provider. An EMS is a third party service provider of software / applications that allows marketers to send out email marketing campaigns to a list of users.

Email marketing messages that we send may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of data such as; times, dates, I.P addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign. Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences / the information we hold about you at any time. See any marketing messages for instructions on how to unsubscribe or manage your preferences, you can also unsubscribe from all MailChimp lists, by following this link, otherwise contact the EMS provider.

Our EMS provider is MailChimp. We hold the following information about you within our EMS system;

- Email address
- IP address
- Subscription time & date

12. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

13. **CONTACTING US**

In the event of any query or complaint relating to the information we hold about you, please contact the TASS Team TASS National Office by telephone on 0191 6078270 or by email [info@tass.gov.uk](mailto:info@tass.gov.uk).