

# Privacy Policy

## About Sport England

Sport England is a public body that works to encourage as many people as possible to become and remain physically active. Our head office is based at 21b Bloomsbury Street London, WC1B 3HF

Like all other organisations who collect and use personal data we are subject to the requirements set out in the General Data Protection Regulation (GDPR). We take our responsibility to look after personal data very seriously and we ensure that respecting privacy is at the heart of all we do.

Sport England is working with NWG Network for applications under the Safeguarding Code in Martial Arts and Synergy Learning to support, host and deliver the associated IT infrastructure and website. Both parties work as data processors on behalf of Sport England who are the data controller.

## Why we need to collect your personal data

Our primary purpose for collecting personal data is to assess applicant submissions against the requirements of the Safeguarding Code in Martial Arts.

Synergy Learning will host the public facing website and store applicant data on their own secure database. Synergy Learning will set up automated notifications and communications to those who have attained or are working towards the Code. These will include:

- A welcome email upon registration for all applicants
- An annual 'health check' request for those who have demonstrated that they have met the Code's standards

NWG Network will access the database as part of the application process to:

- Review registered applicant's submissions
- To prompt incomplete or unsuccessful submissions
- To randomly externally verify submissions to confirm that standards have been met
- Anonymously report to Sport England only
- Where applicants have given consent, additional contact may be made for the specific purpose of building case studies
- Process your application
- Maintain your place in a public facing database upon completion

Sport England will receive anonymised reports from NWG Network.

The lawful basis for collecting your personal data under Article 6 of the GDPR is consent. You can withdraw this consent at any time by contacting [info@nwgnetwork.org](mailto:info@nwgnetwork.org)

## Use of Website Cookies

This website uses cookies to improve your experience when visiting the website. Cookies are small files saved to your device that track, save and store information about your interactions with and usage of the website. This allows the website, through its server to provide you with a tailored experience within this website.

If you don't want cookies to be stored on your device, you should make the necessary changes to your device or the relevant browsers or apps.

We use the following cookies:

- Essential cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, and to use online forms.
- Analytical cookies. This website uses Google Analytics tracking software to better understand how you use it. This software will save a cookie to your device in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read [Google's privacy policy here](#) for further information.
- Marketing cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences. These cookies also record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website, the advertising displayed on it and communications sent more relevant to your interests.

When using this site, cookies that make advertising and communications more relevant to you and your interests, and further help us to improve the site will be used.

Other cookies may be stored on your device by external vendors when this website uses adverts. These cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer.

## **What personal data we will collect and how we will use it**

We will collect the following personal data about you:

- First name, last name
- Email address
- Telephone number
- City/town
- Postcode
- Registered business address or primary activity venue
- Affiliated NGB (where relevant)
- If you are an individual instructor, without a DBS, we will ask you to state whether or not you have a criminal record. We will not ask you to provide details of criminal convictions or offences.
- Other personal data that you voluntarily provide during the assessment process

We will only use your personal data for the purposes listed above.

We will not make automated decisions based on the data we collect.

We will carry out limited, anonymised analysis of the data, for example to produce statistics about the number of people who have been assessed against the code by Martial Art or by location.

## **Who we will share it with**

### **Synergy Learning**

Your data will be processed via the website hosted by Synergy Learning, but no members of Synergy Learning's staff will have access to your personal data.

## **NWG Network**

Your data will be made available to the NWG project team responsible for assessing applications.

## **Sport England**

Your personal data will be made available to relevant Sport England colleagues for the following purposes:

- Case study construction and promotion (with consent only)
- Anonymous overall reporting on the success of the project

## **Third parties**

Your personal data may be shared with the relevant Local Safeguarding Board if your application indicates that you have a criminal conviction and you consent to us sharing your data with them.

Your personal data may also be shared with the Martial Arts Safeguarding Group, who are a partner to the scheme, if you declare that you or your workforce do not hold a coaching qualification from the list of recognised NGB coaching qualifications.

If you have indicated that you affiliate to, or are a member of, an NGB or Governing Organisation/ Franchise we will communicate with them to check your application information including, but not limited to, your DBS status, licence status and education and training and we will notify them of your certification status.

Personal data will not be shared with any other third parties, unless we are required by law to disclose it.

Your data will be held in the UK (London AWS). It will be held securely, and we will not make it available more widely than is necessary.

## **International Transfers**

Your data will be held in the UK. We will not transfer your data to any third country outside the UK

## **How long we will keep your data**

Once you have been inactive on our system for 24 months your data will be removed within 1 month of this date, unless you inform us beforehand that you would like your data removed.

## **Your rights**

Under the GDPR you are entitled to:

- Access your personal data by making a subject access request
- Ask us to rectify any mistakes in your personal data and, in some circumstances, to have it erased.
- Withdraw your consent to us using your personal data at any time

If you would like to exercise any of these rights, please use the email address, [info@nwgnetwork.org](mailto:info@nwgnetwork.org) to make contact with us.

Should you wish to take any complaints or queries further, you have the right to contact the Information Commissioner's Office regarding such issues. Further information about how to make a complaint can be obtained at [www.ico.org.uk](http://www.ico.org.uk) or by telephoning 0303 123 1113

### **How to unsubscribe from any email alerts that you receive**

If you have elected to receive information about the Safeguarding Code in Martial and would like at any time to unsubscribe from this service, please email us at [info@nwgnetwork.org](mailto:info@nwgnetwork.org) or click on the "unsubscribe" link at the bottom of an email.

### **Changes to our Privacy Policy**

We may amend this Privacy Policy at any time and where we make material changes to it we will provide notice on our website. By continuing to use our services and/or our Sites, you agree to the updated Privacy Policy. If you do not agree to any changes that we make, you should not use or access (or continue to use or access) our services and/or our Sites.

### **How to contact us**

If you have any queries about our handling of your personal data, or would like to make a complaint please contact NWG Network in the first instance and reference the Safeguarding Code in Martial Arts to the NWG DPO: [jon@nwgnetwork.org](mailto:jon@nwgnetwork.org)

You are also welcome to contact Sport England's Data Protection Officer if you have any general queries about the personal data being collected: [dpo@sportengland.org](mailto:dpo@sportengland.org)