



Respect, Innovation and Integrity Through Sport & Education (RIISE) Organisation Privacy Notice

Contact Details

Respect, Innovation and Integrity Through Sport & Education (RIISE) CIC
Sidings House, Sidings Court
Lakeside
Doncaster
South Yorkshire

For further information relating to our privacy notice, please contact Nicola Mawson at RIISE@enquiries.co.uk

What type of information we have;

We currently collect and process the following information:

- Personal identifiers (e.g. names, DOB),
- Contact details (e.g. telephone numbers, email address)
- Business details such as bank details for transactions
- Contractor/ Partner Database (e.g. contact details)
- User Medical Details (e.g. asthma)

How we get the information and why we do we have it

Most of the personal information we process is provided to us directly by you, this may be via a form or simply during the ordinary course of interaction or communication.

We have this information for one of the following reasons:

- Emergency contact details
- Contact details of Directors, volunteers and contractors working with RIISE

- Emergency Medical details we may need when participating in any sport activities
- To carry out a financial transaction

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You can remove your consent at any time. You can do this by contacting us via the contact details in this notice.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest -
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

What we do with the information

We use the information that you have given us for:

- Emergency contact details
- Contacting adults, parents/ guardians to inform them of details regarding a sports activity they have registered to take part in and marketing of any further opportunities that they may be interested in.
- Contact details for undertaking sports coaching within other business settings.
- Emergency Medical details we may need when participating in any sport activities
- To carry out a financial transaction with our contractors/ service providers

We may share this information with other sports providers who may provide sports provision on our behalf or any partners that we may work with to provide services.

How we store your information

Your information is securely stored on a secure online database or in the case of paper copies within a folder system at our office location. At our holiday camps your data may be on a hard copy form and managed by the Lead Coach at that venue.

In accordance with the GDPR, RIISE will not store personal data indefinitely; data is only stored for as long as is necessary to satisfy the purpose for which it was collected.

We will then dispose of your information by deleting this from our online database or by shredding any paper copies held by the organisation.

If a staff member leaves the organisation they will have all access to systems revoked. Company information/ data owned by RIISE will be destroyed/ deleted on their final day.

Who does what, when personal data is breached?

- Staff should inform the Data Controller for the organisation.
- The controller should notify the Data Protection Authority when the risk to the rights and freedoms of data subjects is high.
- The controller may notify data subjects, if the risk to the rights and freedoms of data subjects is high.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us via the contact details in this notice. if you wish to make a request.