

Workshops Privacy Notice

At Kent Sport, we're committed to protecting and respecting your privacy.

We aim to provide you with the highest quality service whilst you are accessing our services. To do this, we must keep records about you and the services we provide for you. We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing.

We will:

- only collect personal data for specified purposes
- explain why we are collecting personal data
- where necessary, seek consent relating to the use of personal data
- retain personal data securely and
- only hold personal data for a specified amount of time after which it will be deleted.

If you have any questions regarding this policy or our privacy practices then please contact us:

by email: kentsport@kent.gov.uk

in writing: Kent Sport and Physical Activity Service, Kent County Council, Worrall House, 30 Kings Hill Avenue, Kings Hill, Kent, ME19 4AE.

or by telephone: 03000 414001.

We may change our privacy notices from time to time, so please check the Kent Sport website (www.kentsport.org) occasionally to ensure that you're happy with any changes.

Who are we?

Kent Sport and Physical Activity Service (Kent Sport) is a service within and part of Kent County Council. Kent County Council is the data controller and is responsible for the security of the data that you provide and for overall compliance with data protection legislation. We are an integrated team of Kent County Council and Sport England funded staff, working together as the County Sports Partnership for Kent. We work with partners and networks across the county to provide opportunities for everyone to get involved in sport and physical activity for enjoyment as well as wider health and social outcomes.

How do we collect information from you?

We obtain information about you when you register to attend one of our workshops/club forums/CPD events. This will usually be through a contact, application or registration form submitted to us, either:

kentsport@kent.gov.uk

- digitally through our website or a partner website or by email;
- by telephone or face to face contact;
- as a hard copy sent to us through the post or passed to one of our staff in person.

In order to provide our services we work with our digital partners, SportSuite and Red Bullet, who help us manage our website (www.kentsport.org). Please use the following links for more information on using our website:

[SportSuite terms of use](#)

[Website privacy/cookie policy](#)

Online payments for Kent Sport workshops are processed by PayPal who specialise in the secure online capture and processing of credit/debit card transactions. They act as data processors for Kent Sport and only process personal information in line with our instructions. Their privacy policy can be viewed here:

[PayPal privacy policy](#)

No credit/debit card information will be collected or stored by Kent Sport.

What information do we collect?

The personal information we collect usually includes your name, address, contact details and information appropriate to the club/organisation you represent. We may also ask you some equality monitoring questions. We ask these because we want to make sure that everyone is treated fairly and equally, and that no one gets left out. We'll use it only to help us make decisions and improve our services. We will state clearly the information we will be collecting when you apply. We may share information for reporting purposes but it will be in an aggregated and anonymised format and no identifiable information will be shared.

How is your information used?

We rely on your consent to store and process the personal information that we collect.

We may use your information to:

- process requests that you have submitted in accordance with the relevant terms and conditions.
- seek your views or comments relevant to the event that you have attended.
- notify you of changes to our services.
- send you communications about the specific event you have booked onto, other events that may be of interest to you and reminders when certification is due to expire.

kentsport@kent.gov.uk

How long will we hold your information?

We review our retention periods for personal information on a regular basis. We will only keep information for a period of three years when certification for specific workshops generally expire.

Who has access to your information?

In order to provide our online services we work with our digital development partners (Red Bullet and SportSuite), who help us manage our website (www.kentsport.org). When you provide information through our website, they act as data processors for Kent Sport and only process personal information in line with our instructions. They will have physical access to data collected through our website in order to do their essential works but will never use or access it outside of supporting us to resolve any technical issues.

None of your digital personal identifiable information is ever shared with anyone outside the process of submitting and storing your data at Kent Sport.

How you can access and update your information

The accuracy of your information is important to us. If you would like to update or amend the information that we hold about you, then please contact us:

by email: kentsport@kent.gov.uk

in writing: Kent Sport and Physical Activity Service, Kent County Council, Worrall House, 30 Kings Hill Avenue, Kings Hill, Kent, ME19 4AE.

or by telephone: 03000 414001.

Your Rights

Under the GDPR you have rights which you can access exercise free of charge which that allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you

kentsport@kent.gov.uk

- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact [the Information Resilience and Transparency Team at data.protection@kent.gov.uk.]

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact

Please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, Benjamin Watts, at dpo@kent.gov.uk or by writing to the Data Protection Officer at Sessions House, Maidstone, Kent ME14 1XQ.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

kentsport@kent.gov.uk

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

kentsport@kent.gov.uk

03000 41 40 01

Twitter: [@kentsport1](https://twitter.com/kentsport1)