

Coach and Official Bursary Privacy Policy

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 contact us about a coach and official bursary, either directly or are referred through a partner, such as a club, local authority or national governing body of sport. This will usually be through a contact, application or registration form submitted to us, either:

- digitally through our website or by email;

kentsport@kent.gov.uk

- 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.

As part of enhancing your experience on the Kent Sport website (www.kentsport.org), we have installed a number of tracking facilities that give us insight into how you use our website, what is popular, what is not, and how people move through the pages on our site. For more information please see our website privacy policy:

[Kent Sport website privacy policy](#)

What information do we collect?

The personal information we collect will include your name, contact details and information appropriate to the Coach and Official Bursary scheme. We will state clearly the information we will be collecting when you apply.

If your application is successful then we will collect financial information in order to make the grant payment. We will share this information with the Kent County Council Finance department so that they can make the payment.

If your application is successful, then we will also ask you some monitoring questions. This is for reasons of public interest to ensure equality of opportunity or treatment. The data is aggregated and anonymised and no individually identifiable information is shared.

In order to monitor the impact of the coach and official's bursary we will ask successful candidates to complete a series of surveys at defined intervals. The information collected relates to the number and type of participants, coaching hours and environment. We will also seek feedback about the course experience and your coaching practice.

How is your information used?

For the application process, we rely on the performance of a contract as the lawful basis on which we collect and use your personal data. We may use your information to:

- process applications that you have submitted in accordance with the criteria and terms and conditions
- carry out our obligations arising from any funding agreements entered into by you and us
- seek your views or comments relevant to the Coach & Official Bursary Scheme
- notify you of changes to our services
- send you communications which you have requested and that may be of interest to you
- demonstrate the impact of the funding award, e.g. increase in participant numbers and/or coaching hours
- promote the funding award via social media (for which we would seek your consent).

kentsport@kent.gov.uk

How long will we hold your information?

We review our retention periods for personal information on a regular basis. We are required by law to keep some information, but in general we will only keep information for as long as is necessary and relevant to any contract you hold with us. We will normally only hold personal information for the duration of the contract with us and up to 2 years after, for monitoring and evaluation purposes.

If you would like to find out more information about the Coach and Official Bursary Scheme then please visit the relevant webpage on our website (www.kentsport.org/funding) or contact us by email at kentsport@kent.gov.uk.

Who has access to your information?

Only Kent Sport will have access to your complete application.

When we process your application, we may contact the National Governing Body or other appropriate organisations to confirm eligibility or share the outcome of your funding application.

If your application is successful then the amount of the award may be published as part of the Local Government Transparency Code 2014. No personal data relating to an individual will be published in this way.

We will not sell your information to third parties or share your information with third parties for marketing purposes.

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 a number of 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

kentsport@kent.gov.uk

- 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
- 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.

kentsport@kent.gov.uk

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.

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)