

Active Schools and Sports Development Privacy Notice

How to contact us

Inverclyde Council will act as the 'Data Controller' in regard to your personal information that we collect and process. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

The Council's Data Protection Officer is Andrew Greer who can be contacted at dataprotection@inverclyde.gov.uk and by telephone on 01475 712498.

We collect and process the following information:

For the purposes of school based activities the information will include details such as name, address, school, date of birth, telephone number, relevant health data, emergency contact details and photos and videos during events where such photos and videos constitute personal data.

For the purposes of sports development, specifically the Active Schools/Sports Development Club Accreditation scheme the Council will collect details such as name (of deliverer of activity/volunteer) PVG Scheme membership number, qualifications of deliverer/volunteer, Child Protection Policy (including named key contacts), First Aid Policy (including named key contacts), minutes of previous Annual General Meeting and Constitution and photos and videos during events where such photos and videos constitute personal data.

For the purposes of the database of coaches and volunteers the information will include name, address, contact telephone number, contact email address, coaching qualifications, PVG Scheme Membership Number (for both new and existing members), PVG Scheme certificate a reference request form which will include name of volunteer and photos and videos during events where such photos and videos constitute personal data.

Why we need this information?

For the purposes of school based activities the Council require this information to enable us to provide the service and for health and safety reasons.

For the purposes of the Active Schools/Sports Development Club Accreditation scheme the Council require this information to ensure compliance of the scheme the Council operate.

For the purposes of the database of coaches and volunteers the Council require this information to ensure a compliant workforce register and to communicate about volunteering opportunities within schools and community organisations.

The legal basis for using you information

For school based activities processing is necessary for the performance of a task carried out in the public interest in order to provide or promote the social, cultural and recreational activities and

physical education and training or the facilities for such activities in accordance with the Education (Scotland) Act 1980.

For the purposes of the Active Schools/Sports Development Club Accreditation Scheme and the database of coaches and volunteers we are collecting this as it is necessary as part of a contract.

The law gives certain types of information special significance because of its sensitivity e.g. health information. If we process this type of information about you in relation to ASSD provision the Council do so on the basis of your consent.

What we will do with your information?

All of the information the Council collect from you will be processed by staff in the United Kingdom.

Your information may be shared with the recipients or categories of recipients listed below:-

In respect of school based activities the Council may share information with SportScotland, Scottish sports Governing Bodies and sports deliverers where it is necessary.

In respect of the Active Schools/Sports Development Club Accreditation scheme the Council may share information with relevant Scottish sports Governing Bodies.

In respect of the database of coaches and volunteers information for successful applicants will be shared with our accredited and verified sports clubs and organisations who work in partnership with Active Schools and Sports Development.

The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council analyse your information internally to help us improve Council services. This data sharing is in our full [privacy notice](#) on the Council website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

Your Rights

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- To data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- To request rectification or erasure of your personal data, as so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate
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In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, Email: www.ico.gov.uk but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

Not applicable.

More information:

For more details on how the Council processes your personal information visit www.inverclyde.gov.uk/privacy

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.