

**Privacy Statement**

This website is operated by Horsham Sports Services Ltd (HSS) which is responsible for the processing of your personal data and is the Data Controller for all such information. We regard your privacy as of great importance.

Being transparent and providing accessible information to you about how we use your personal information is a key element of the General Data Protection Regulation (GDPR).

We describe below the type of personal information we may collect from you and the purpose for our collection of it.

**1. Data Controller**

A Data Controller is an individual or organisation that determines the purposes and means of processing personal data.

As a Data Controller we take all necessary steps to comply with the Data Protection Act (DPA) 2018 and the GDPR when handling any personal information.

**2. Why do we need your personal information?**

As a provider of sport and physical activity, HSS delivers services to you. In order to do this in an effective way we will need to collect and use personal information about you. Where we can, we will only collect and use personal information if we need it to deliver a service or meet a legal requirement.

**3. How do we protect your information?**

The personal information that we collect from you must be handled and dealt with properly, covering how it is collected, recorded and used whether it is on paper, in computer records or recorded by other means and how long it is kept.

The DPA 2018 and the GDPR ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

Process all personal information lawfully, fairly and in a transparent manner.

Collect personal information for a specified, explicit and legitimate purpose.

Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.

Ensure the personal information is accurate and up to date.

Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.

Keep your personal information securely using appropriate technical or organisational measures.

**4. What personal information do we collect?**

Personal information covers anything that identifies and relates to a living person. This includes information that, when put together with other information, can then identify a person. For example, this could be your name together with your contact details.

Some information needs more protection due to its sensitivity. This is called “special category” information and is likely to include anything that can reveal your: sexuality and sexual health, religious or philosophical beliefs, ethnicity, physical or mental health, trade union membership, political opinion, genetic/biometric data, criminal history

**5. Who do we share your information with?**

To ensure that HSS provides you with an efficient and effective service we will sometimes need to share your information with partner or contracted organisations we may work with to deliver a programme eg a sports club. We will only ever share your information with your consent and if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We do not sell your personal information to anyone else, nor do we share your personal data with third parties for marketing purposes.

**6. How long do we keep your personal information?**

We will only keep your information for as long as it is required to be retained. The retention period is either dictated by law or by our discretion. Once your information is no longer needed it will be securely and confidentially destroyed.

Service and project specific retention periods can be found in our Data Retention Schedule. Relevant services of the company will list how long your information may be kept for.

**7. Your rights**

You have certain rights under the Data Protection Act 2018 and GDPR. These are:

The right of access to any personal information the company holds about yourself. Please see our separate section for further information on Making a Subject Access Request.

The right to be informed via Privacy Notices.

The right to withdraw your consent. If we are relying on your consent to process your data then you can remove this at any point.

The right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information.

The right of rectification. We must correct inaccurate or incomplete data within one month. If this data has been shared with other organisations we must also inform those organisations of any changes so they can update their records.

The right to restrict processing. We can retain just enough information about you to ensure that the restriction is respected in future.

The right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked.

The right to object. You can object to your personal data being used for profiling, direct marketing or research purposes.

If you want to exercise any of these rights then you can do so by contacting: Ian Ford, Managing Director, on 07764 146338 / Ianfordy@aol.com / 5 Wild Orchid Way, Southwater, West Sussex, RH13 9GA