

Sport for Confidence Privacy Notice

This privacy notice was published on 19th May 2021

This was updated on the August 2023.

Our contact details

Name: Sport for Confidence CIC

Address: 5-6 Grays Yard, Springfield Road, Chelmsford, Essex, CM2 6QR.

Phone Number: 07566200700

E-mail: info@sportforconfidence.com

This privacy notice sets out how we handle your personal data when you become a participant at Sport for Confidence. The notice also sets out how we handle your data when people apply for a job at Sport for Confidence.

Participant Data

The type of information we collect

We currently collect the following information:

- Contact details such as name, addresses, telephone numbers, and personal email addresses
- If referred by someone external, referrer contact details, designation and relationship to participant is collected
- Gender, DoB, Ethnicity and disability and or long term health condition.
- Hobbies/Interests, physical activity levels and other external adult health and social care involvement
- Reason for referral
- Emergency contact details

How your personal information is collected

Sport for Confidence abides by the principles of the General Data Protection Regulation and the Data Protection Act (2018) and will keep the information provided by you on our online system (Upshot.org).

By completing a referral form you will be deemed to be giving your explicit consent to the processing of data contained on it, including anything which may be considered to be sensitive personal data. If you are completing the sheet on behalf of someone, it will be deemed that you have gained consent from the individual for the referral.

Lawful basis for requiring your data

We process and share information in line with the Data Protection Act 2018 and the GDPR (General Data Protection Regulation) article 9 (processing of special categories of personal data):

9(2)(h) – Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional.

What we do with the information

All participant information shared through our single point of access service, which is led by a team of Occupational Therapists and support staff, the referral will be processed by a HCPC registered professional, who will digest the information to enable the team to make contact with the participant to conduct an initial interview and offer the right support, in the right way and at the right time.

How we store your personal information

All information will remain secure and only Sport for Confidence employees will have access to the information. Your personal information cannot be accessed and viewed by anyone outside of Sport for Confidence and information you provide will not be shared with any third parties for marketing purposes.

We may be required by law to share information about participants. This includes preventing and detecting fraud, disclosure under a court order, with the police for the prevention and detection of serious crime, or where there is an overriding public interest to prevent abuse or serious harm to others.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

Once you are discharged from our services, all personal information will be erased after 6 years.

Under data protection law, you have rights to access, rectify or erase your data (under certain circumstances). If you have any concerns about our use of your personal information, you can make a complaint to us at info@sportforconfidence.com

Employee data

The type of personal information we collect

We currently collect and process the following information:

- Contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Copies of driving licence, passport, birth certificates and proof of current address, such as bank statements and council tax bills
- Evidence of relevant education and training
- Evidence of how you meet the requirements of the job, including CVs and references
- Evidence of your right to work in the UK and immigration status
- Diversity and equal opportunities monitoring information- this can include information about your race or ethnicity, religious beliefs, sexual orientation, disability and other 'special category data'
- Information about your health, including any medical needs or conditions
- If you contact us regarding your application, a record of that correspondence
- The status of your application and updates on how it moves forward

How your personal information is collected

Most of the personal information we process is provided to us directly by you by completion of pre-employment documentation. Information is also collected from evidence documentation shared by yourself such as CVs and education certificates. We might also collect information from third parties.

These include:

- former employers and people named by candidates as references
- the Disclosure and Barring Service (DBS)
- LinkedIn ([LinkedIn Privacy Policy](#))

Why we need your data

We need your data in order to:

- move your application forward
- check that you're the right candidate for the role

- get in contact with you
- send you notifications for vacancy roles or job alerts

Lawful bases for requiring your data

Our purpose for processing this information is to assess your suitability for a role you have applied for. We process personal data throughout the application on different legal bases:

Contract Processing your data is necessary to move your application forward before signing an employment contract. This concerns employment or pre-employment checks. The lawful basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.

Legal obligation If you provide us with any information about reasonable adjustments you require under the Equality Act 2010 the lawful basis we rely on for processing this information is article 6(1)(c) to comply with our legal obligations under the Act. The law requires Sport for Confidence to check that candidates are entitled to work in the UK.

Public task We process information about applicant criminal convictions and offences. The lawful basis we rely to process this data are Article 6(1)(e) for the performance of our public task. When we carry out vetting for some roles, we have to process personal data to perform a task that's in the public interest **Processing criminal convictions and sensitive information**

We collect, use and hold sensitive information such as criminal convictions on the lawful bases of contract, legal obligation and public task.

The lawful basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnicity information is article 9(2)(b) of the GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights. And Schedule 1 part 1(1) of the DPA2018 which again relates to processing for employment purposes.

What we do with the information

We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us.

We will not share any of the information you provide with any third parties for marketing purposes.

We will use the contact details you give us to contact you to progress your application. We may also contact you to request your feedback about our recruitment

process. We will use the other information you provide to assess your suitability for the role.

How we store your personal information

Your data will be stored electronically in a secure manner. Access will be limited, by password protection, to those involved in managing the recruitment process and your employment. Should you be offered employment with Sport for Confidence your bank details and relevant personal information will be shared with a third party, our Accountants, First Call Accounting. This is necessary, in order that you can be paid appropriately.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

For documents supporting recruitment and application the retention period is 3 years. If you are unsuccessful, personally identifiable data is removed 12 months after your most recent application.

For participants and employees:

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 personal 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 personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal 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 on info@sportforconfidence.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@sportforconfidence.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Changes to this privacy notice

We may change this privacy notice. When we make changes to this notice, the 'last updated' date at the top of this page will also change. Any changes to this privacy notice will apply to you and your data immediately. If these changes affect how your personal data is processed, we will take reasonable steps to let you know.