

SPORT WALES PRIVACY NOTICE



Effective from 25 May 2018

WHAT'S INCLUDED IN THIS PRIVACY NOTICE?

Sport Wales is the national organisation responsible for developing and promoting sport and physical activity in Wales. We are the main adviser on sporting matters to the Welsh Government and we are responsible for distributing National Lottery funds to both elite and grassroots sport in Wales. You can find out more information about Sport Wales [here](#)

This document (our “**Privacy Notice**”) sets out information relating to how we use personal information relating to individuals we have dealings with, including, members of our centres, people who use our facilities and website users. It also sets out information about what rights individuals have in relation to their personal information and various other matters required under data protection law.

In particular, this **Privacy Notice** provides information to individuals about how they can object to our use of their personal information (page 28), how they can withdraw any permissions they have given to us to enable us to process their personal information (page 28) and how they can make a complaint (page 28).

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WHO DOES THIS PRIVACY NOTICE APPLY TO?

This privacy notice applies to:

- Members of our centres;
- Individuals who stay at one of our centres or participates in a course or activity;
- Individuals involved with sports associations and sports clubs;
- Individuals who use our website;
- Individuals who purchase goods via our website;
- Individuals who apply for grants;
- Individuals who feature in our articles and/or newsletters;
- Individuals who contact us with an enquiry or complaint;
- Individuals captured on our CCTV system;
- Individuals who subscribe to our newsletters/updates;
- Individuals who engage with us on social media;
- Individuals who participate in one of our surveys or questionnaires;

In the sections below, when referring to the individuals listed above, we use the terms “**you**” or “**your**”.

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WHAT'S OUR APPROACH TO PRIVACY?

We take your privacy extremely seriously and want you to feel confident that your personal information is safe in our hands.

We will only use your personal information in accordance with data protection law applicable to England and Wales from time to time.

Under data protection law, when we use your personal information, we will be acting as a data controller. Essentially, this means that we will be making decisions about how we want to use your personal information and why.

Below, we summarise the main rules that apply to us under data protection law when we use your personal information:

1.	We must be upfront about how we intend to use your personal information and must use your personal information fairly. Providing privacy information to individuals (such as in this privacy notice) is one aspect of using personal information fairly.
2.	We must only use your personal information if we have a legal basis to do so under data protection law. These legal bases include: <ul style="list-style-type: none">• That you have consented to our use of your personal information;• That we need to use your personal information to perform a contract between us (or to take steps at your request prior to entering into a contract);• That we (or someone else) has a legitimate reason for needing to use your personal information and those legitimate interests are not outweighed by your rights or interests. We must balance our respective rights and interests before we can rely upon this legal basis; and SPORT WALES is a Public Body and wishes to rely on Public Interest and exercise of Official Authority.• We need to use your personal information to comply with laws we are subject to.
3.	We must only use certain types of sensitive personal information (such as information relating to your health, racial or ethnic origin or religion if we can also satisfy one of the conditions for processing this type of information set out in data protection law. These conditions include: <ul style="list-style-type: none">• That you have given us your explicit consent to use the information; and• That the processing is necessary for reasons of substantial public interest

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4.	We are only permitted to share your personal information with others in certain circumstances and if we take steps to ensure that your personal information will be secure.
5.	Generally speaking, we must only use your personal information for the specific purposes we have told you about. If we want to use your personal information for other purposes, we need to contact you again to tell you about this.
6.	We must not hold more personal information than we need for the purposes we have told you about and must not retain your personal information for longer than is necessary for those purposes (this is known as the “retention period”). We must also dispose of any information that we no longer need securely.
7.	We must ensure that we have appropriate security measures in place to protect your personal information.
8.	We must act in accordance with your rights under data protection law.
9.	We must not transfer your personal information outside the European Economic Area (“EEA”) unless certain safeguards are in place. One such safeguard is that [the personal data is only transferred to a country that has been approved by the European Commission as having an acceptable level of data protection law.

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HOW WILL WE USE YOUR PERSONAL INFORMATION?

How we will use your personal information, the legal bases we will rely upon, how long we will keep your personal information and other details will depend upon who you are and why we need your personal information in the first place.

In this section, we provide specific privacy information relating to the different categories of individuals that this privacy notice applies to.

MEMBERS OF OUR CENTRES

What personal information we will use	<ul style="list-style-type: none">• Your name;• Your address;• Your email address;• Your telephone number;• Your Date of Birth;• Name and Date of Birth of any family members on a family membership arrangement;• Bank details;• Information about any medical or health conditions declared;• Details as to reason for any cancellation of your membership.
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you when applying for membership or use of fitness facilities.
What purposes we will use the personal information for	<ul style="list-style-type: none">• We will use your name, address and other contact details to administer your membership;• We will use your bank details to take payment for your membership or use of fitness facilities;• We will use any information declared about your health/medical conditions to assess your suitability to take part in particular exercise

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	<p>programmes and to take any precautions to ensure that your use of the fitness facilities are as safe as reasonably possible;</p> <ul style="list-style-type: none"> • We will use any information provided by you as a reason for cancelling any membership to help us improve our services.
<p>The legal bases for processing we rely upon</p>	<ul style="list-style-type: none"> • Our use of your personal information for member administration is necessary for the performance of the contract between us; • Our use of your bank account details for payment of membership is necessary for the performance of the contract between us; • Our use of your health/medical information will be on the basis that you have given us your explicit consent to use the information; • Our use of the information you provide on your cancellation form will be based on our legitimate interest in using feedback to improve our services for the future.
<p>How long we retain the personal information and why</p>	<ul style="list-style-type: none"> • We will only keep your bank details for the duration of your membership. • We usually keep records relating to your membership for a period of two years after your membership has ended in case any contractual disputes or claims.
<p>Consequences of not providing/permitting us to obtain personal information</p>	<ul style="list-style-type: none"> • Without your name, contact details and payment information we will be unable to process your membership and you will be unable to become a member at any of our centres.

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INDIVIDUALS WHO STAY AT ONE OF OUR CENTRES OR PARTICIPATE IN A COURSE OR ACTIVITY

What personal information we will use	<ul style="list-style-type: none">• Your name;• Your address;• Your contact details (such as your telephone number and/or email address);• Your car registration number;• Emergency contact details;• Dates of your stay;• Details of course or activity undertaken;• Payment details (debit or credit card).• Information about any medical or health conditions declared;
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you when you make a reservation and/or register for a course or activity.
What purposes we will use the personal information for	<ul style="list-style-type: none">• We will use the personal information to contact you regarding your stay or course/activity and for administration purposes;• We will use the emergency contact details to contact your emergency contact in the event of an incident, illness or injury;• We will use the payment details provided to take payment for the stay/course/activity.
The legal bases we rely upon	<ul style="list-style-type: none">• Our use of your personal information for administration purposes and to take payment is

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	<p>necessary for the performance of the contract between us;</p> <ul style="list-style-type: none">• Our use of your emergency contact details will be based on our legitimate interest and yours in keeping you safe and ensuring that we can obtain instructions from people nominated by you in the event of an incident. Illness or injury.
How long we retain the personal information and why	<ul style="list-style-type: none">• We will not store your credit/debit card details, we will only use the information to obtain payment.• We usually keep records relating to your stay/course/activity for a period of six years after your visit in case any contractual disputes or claims.
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none">• Without your name, contact details and payment information you will not be able to stay at one of our centres nor take part in the activity/course you are interested in.

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INDIVIDUALS INVOLVED WITH SPORTS ASSOCIATIONS AND SPORTS CLUBS

What personal information we will use	<ul style="list-style-type: none">• Your name;• Your address;• Your email address;• Your telephone number;• Your connection with/position in a sports club or association.
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you or by the club or association you are connected with.
What purposes we will use the personal information for	<ul style="list-style-type: none">• We will use your personal information to communicate with you and for general administration purposes.
The legal bases for processing we rely upon	<ul style="list-style-type: none">• Our use of your personal information will be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.
How long we retain the personal information and why	<ul style="list-style-type: none">• We usually keep your personal information for the duration of your connection with the particular club or association.

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INDIVIDUALS WHO USE OUR WEBSITE

What personal information we will use	<ul style="list-style-type: none">• Technical information, including the internet protocol address used to connect your computer to the internet, browser type and version, [time zone setting, browser plug-in types and versions, operating system and platform,;• Information about your visit, including the full Uniform Resource Locators (“URL”), clickstream to, through and from our website (including date and time), [products you viewed or searched for, page response times, download errors, length of visit to certain pages, page interaction information (such as scrolling clicks and mouse-overs), methods used to browse away from the page and any phone number used to call our customer service number.
How we will obtain the personal information	<ul style="list-style-type: none">• Some of the information is obtained by us automatically whenever you use our website;• Some of the information is collected by us each time you use our website through our use of cookies. Further information about the cookies we use and the purposes for which we use them can be found in our Cookies Policy here
What purposes we will use the personal information for	<ul style="list-style-type: none">• The above information is used by us to:<ul style="list-style-type: none">• provide a better website experience to you;• track usage of our website;• help us to continually improve our website

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	<ul style="list-style-type: none">Information collected through our use of cookies is used in the ways described in our Cookies Policy here
The legal grounds we rely upon	<ul style="list-style-type: none">Our collection and use of the above information is based on our legitimate interests in ensuring that our website is user-friendly and appeals to our customers.
How long we retain the personal information and why	<ul style="list-style-type: none">12 months for the purposes of improving the website experience
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none">If you disable our Cookies, you will be unable to use certain parts of/functions on our website. Further information about this can be found in our Cookies Policy here

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INDIVIDUALS WHO PURCHASE GOODS VIA OUR WEBSITE

What personal information we will use	<ul style="list-style-type: none">• Your name;• Your address;• Your email address;• Your telephone number;• Payment details or credit card details.
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you when purchasing goods from our website.
What purposes we will use the personal information for	<ul style="list-style-type: none">• We will use your name, address and other contact details to supply the goods to you and to communicate with you about such supply. We will also use this information to deal with any returns you make;• We will use your payment details or credit card details to take payment for goods;• Other than your payment details or credit card details, we will keep a record of the information listed above for our internal administrative purposes;• We will also use the above information (other than your bank and credit card details), for legal and regulatory purposes.
The legal bases for processing we rely upon	<ul style="list-style-type: none">• Our use of your personal information in connection with the supply of goods to you, taking payment and dealing with any returns is necessary for the performance of the contract between us;• Our use of your personal information for our internal administrative purposes is based on our legitimate interests in ensuring

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	<p>that our business is run properly and efficiently;</p> <ul style="list-style-type: none">• Our use of your personal information for legal or regulatory purposes is necessary to enable us to comply with our legal and regulatory obligations and/or to enable us to bring, defend or deal with legal claims.
How long we retain the personal information and why	<ul style="list-style-type: none">• We only use your payment details or credit card details for the purposes of taking payment. We do not store such information;• We usually keep records relating to any purchase you make for [six years] in case any contractual disputes or defective product claims arise.
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none">• Without your name, contact details and payment information we will be unable to supply goods to you.

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INDIVIDUALS WHO APPLY TO US FOR GRANTS

What personal information we will use	<ul style="list-style-type: none">• Your name;• Your address;• Your email address;• Your telephone number;• Any further information provided on your grant application.
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you when you register with us and apply for a grant.
What purposes we will use the personal information for	<ul style="list-style-type: none">• We will use your name, address and other contact details to communicate with you about your grant application;• We will use the information provided on your application form to consider your grant application.
The legal bases for processing we rely upon	<ul style="list-style-type: none">• Our use of your personal information in connection with your grant application will be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.
How long we retain the personal information and why	<ul style="list-style-type: none">• We usually keep personal information relating to any grant applications for 5 years.• We retain the information for the purposes of monitoring
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none">• Without your name, contact details and details relevant to your grant application we would not be able to consider you for a grant.

INDIVIDUALS WHO FEATURE IN OUR ARTICLES OR NEWSLETTERS

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What personal information we will use	<ul style="list-style-type: none">• Your name;• Your association with sport in Wales;• Other personal details you provide to us as part of your story.
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you when you agree to feature in an article or newsletter.
What purposes we will use the personal information for	<ul style="list-style-type: none">• We will use the personal information provided within the article/newsletter;• The article/newsletter will be posted on our website [and/or will be posted on our Facebook page/twitter feed] [and/or will be printed in our magazine].
The legal grounds we rely upon	<ul style="list-style-type: none">• Use of your personal information for the purposes of writing and disseminating the newsletter/article is based on your explicit consent.
How long we retain the personal information and why	<ul style="list-style-type: none">• Unless you withdraw your consent, articles and newsletters remain available on our website for 12 months

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INDIVIDUALS WHO CONTACT US WITH ENQUIRIES/COMPLAINTS

What personal information we will use	<ul style="list-style-type: none">• Your name;• Your contact details (such as your telephone number, postal address or email address);• Details of your enquiry/complaint.
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you when you contact us by making a phone call, writing to us, social media posts or emailing us.
What purposes we will use the personal information for	<ul style="list-style-type: none">• We will use the personal information to deal with your enquiry/complaint;• We will make a record of your enquiry/complaint for internal administrative purposes and statistical analysis.
The legal grounds we rely upon	<ul style="list-style-type: none">• Use of your personal information for the purpose dealing with your enquiry/complaint is based on our legitimate interest in ensuring our organisation is run efficiently and effectively;• Keeping a record of your enquiry is based on our legitimate interest in ensuring we can run an efficient organisation.
How long we retain the personal information and why	<ul style="list-style-type: none">• Records of your enquiry/complaint and related documentation are retained until the matter is resolved to everyone's satisfaction.

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INDIVIDUALS CAUGHT ON CCTV

What personal information we will use	<ul style="list-style-type: none">Your image captured on our CCTV security cameras
What purposes we will use the personal information for	<ul style="list-style-type: none">To prevent crime and protect buildings and assets from damage, disruption, vandalism and other crime;For the personal safety of staff, visitors and other members of the public, and to act as a deterrent against crime;Assisting in the maintenance of public order;To support law enforcement bodies in the prevention, detection, investigation and prosecution of crime;To provide assistance with civil claims;To assist in day-to-day management, including ensuring the health and safety of staff and others.
The legal basis for processing we rely upon	<ul style="list-style-type: none">is the substantial public interest in preventing and detecting unlawful acts.
How long we retain the personal information and why	<ul style="list-style-type: none">Data recorded by the CCTV system will be digitally recorded and stored securely on hard drives. The digital recording system will automatically overwrite old images with newer data every 30 days.Where footage has been requested by the police, prosecution agencies, legal representatives or people whose images have been recorded and retained the usual retention period may be overridden and the footage will be retained until the matter is resolved.
Who we share the personal information with	<ul style="list-style-type: none">the police;prosecution agencies;relevant legal representatives;

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	<ul style="list-style-type: none">• people whose images have been recorded and retained. <p>Only when the Data Protection Officer deems it appropriate to do so having considered all relevant circumstances</p> <ul style="list-style-type: none">• Sport Wales Security Services Provider – [name].
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[INDIVIDUALS WHO SUBSCRIBE TO OUR NEWSLETTERS OR UPDATES]

What personal information we will use	<ul style="list-style-type: none">• Your name and address;• Your email address;• The organisation you work for and your position in it; and• Your delivery preferences.
How we will obtain the personal information	<ul style="list-style-type: none">• Provided by you when you subscribe to our newsletters or updates.
What purposes we will use the personal information for	<ul style="list-style-type: none">• To provide you with the newsletters or updates you have requested;• To provide you with related information that we think may be of interest to you.
The legal grounds we rely upon	<ul style="list-style-type: none">• We will rely on your consent to provide you with the newsletters or updates you have requested and retain your details on our [subscriptions database];• We will rely on our legitimate interest in promoting our products and services to provide you with other information that may be of interest to you.
How long we retain the personal information and why	<ul style="list-style-type: none">• 12 months or until you tell us to remove your data
Consequences of not providing/permitting us to obtain personal information	<ul style="list-style-type: none">• Without your contact details, we will not be able to provide you with newsletters and updates;• You can opt-out of receiving related information at the time you subscribe to our newsletters and updates and each subsequent time we contact you.

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ENGAGING WITH US ON SOCIAL MEDIA

Any social media posts or comments you send to us (on the Sport Wales Facebook page, for instance) will be shared under the terms of the relevant social media platform (e.g. Facebook, Twitter, Instagram) on which they're written and could be made public. Other people, not us, control these platforms. We are not responsible for this kind of sharing. So, before you make any remarks or observations about anything, you should review the terms and conditions and privacy policies of the social media platforms you use. That way, you'll understand how they will use your information, what information relating to you they will place in the public domain, and how you can stop them from doing so if you're unhappy about it.

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WHEN WE WILL SHARE YOUR PERSONAL INFORMATION WITH OTHERS?

Sometimes, we will need to share your personal information with others. This section sets out details of who we will share your personal information with and why. It also tells you about our legal basis for doing so under data protection law and steps we will take to protect your personal information.

We will never sell your personal information on to third parties.

OUR SERVICE PARTNERS

Who are our service partners?	<ul style="list-style-type: none">• Our service partners include:<ul style="list-style-type: none">• Providers of card payment systems;• Couriers and other suppliers of delivery services.• We haven't included the names of our service partners in this privacy notice because their identity will change from time to time. However, if you would like further information about any of our current service providers, please contact us using the details set out on page 34 of this document.
Why we need to share your personal information with them	<ul style="list-style-type: none">• We use the service partners described above to enable us to perform our contracts with you.
The legal bases we rely upon when sharing your personal information	<ul style="list-style-type: none">• [The sharing of your personal data with suppliers and sub-contractors is necessary for the performance of our contract with you.]
What precautions do we take?	<ul style="list-style-type: none">• We enter into contracts with our service providers which require them to put appropriate security measures in place and which restrict their use of your personal information.

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[OUR MARKETING PARTNERS]

Who are our marketing partners	<ul style="list-style-type: none">• Our marketing partners are marketing agencies that we use to create and/or deliver advertising and other promotional material on our behalf.• We haven't included the names of our marketing partners in this privacy notice because their identity will change from time to time. [However, if you would like further information about any of our current marketing partners, please contact us using the details set out on page 34 of this document.
Why we need to share your personal information with them	<ul style="list-style-type: none">• We may need to share your personal information with our marketing partners if we ask them to create marketing materials addressed to you or to contact you with direct marketing on our behalf.
The legal bases we rely upon when sharing your personal information	<ul style="list-style-type: none">• We will either be relying on your express consent or our legitimate interests in developing and expanding our business.
What precautions do we take?	<ul style="list-style-type: none">• We enter into contracts with our marketing partners providers which require them to put appropriate security measures in place and which restrict their use of your personal information.

PROVIDERS OF INFORMATION TECHNOLOGY SERVICES

Who will we be sharing your personal information with?	<ul style="list-style-type: none">• Suppliers of information technology products and services such as:<ul style="list-style-type: none">• Computer Software Suppliers
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	<ul style="list-style-type: none">• Cloud Storage providers such as:<ul style="list-style-type: none">• Hosted application providers• Software as a Service providers• We haven't included the names of our IT/Cloud Service providers in this privacy notice because their identity will change from time to time.
Why we need to share your personal information with such providers	<ul style="list-style-type: none">• We use suppliers of information technology products and services in connection with the supply, maintenance and/or improvement of our IT network and the creation, development hosting and maintenance of our website;• We use cloud storage providers to provide a secure method of storing electronic data;• We use analytics and search engine providers to assist us to improve our website.
The legal bases we rely upon when sharing your personal information	<ul style="list-style-type: none">• We rely upon our legitimate interests in ensuring that our business can function properly and efficiently and that our IT network is secure;• The sharing of your personal data with analytics and search engine providers is based on our legitimate interests in having an efficient and user-friendly website.
What precautions do we take?	<ul style="list-style-type: none">• We enter into contracts and Data Processing Agreements with our IT providers/cloud storage providers which require them to put appropriate security measures in place and which restrict their use of your personal information.

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OTHER THIRD PARTIES

We may also need to share your personal information with others in the following circumstances:

Legal or regulatory requirements	On occasion, we may be required to disclose your personal information to organisations such as the courts or the police to comply with legal obligations we are subject to and/or to prevent fraud or crime.
Protecting our business	From time to time we may need to disclose your personal information in connection with steps we need to take to protect our business interests or property. For example, if you default with payment, we may disclose your personal information to credit reference agencies or debt collection or tracing agents.
Professional advice and legal action	We may need to disclose your personal information to our professional advisers (for example, our lawyers and accountants) in connection with the provision by them of professional advice and/or the establishment or defence of legal claims.

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CIRCUMSTANCES IN WHICH WE WILL SEND YOUR PERSONAL INFORMATION OUTSIDE THE EEA

We will only send your personal data outside the EEA in the following situations:

- To comply with a legal obligation;

If we do transfer your personal data outside the EEA, we will use one of these safeguards to make sure it is protected:

- We will only transfer it to a non-EEA country which the European Commission has decided has an adequate level of protection for personal data. You can find more about such countries here https://ec.europa.eu/info/law/law-topic/data-protection_en]; or
- We will put a written contract in place between us and the recipient that incorporates EC model clauses relating to the transfer of personal data outside the EEA. You can find out more about such clauses here [ICO/international transfers](#)]; or

We will only transfer it to businesses that have signed up to a special agreement between the UK and the USA known as the Privacy Shield

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HOW DO WE KEEP YOUR PERSONAL INFORMATION SECURE?

We take various steps to protect your personal information while it is in our possession, including:

- Implementation of appropriate security measures to protect our IT infrastructure;
- Encryption of personal information on all our computers and storage systems;
- Pseudonymisation of personal information wherever appropriate;
- Implementation of internal information security policies and training for members of staff in relation to such policies;
- Regular reviews of information security measures implemented by service providers who may handle your personal data;
- Regular incident management exercises to ensure that we can respond to a cyber attack or data security incident quickly and effectively;
- External and internal testing of systems to identify any weaknesses;

You can help us to protect your personal information by adhering to the following security measures:

- Do not confirm your bank or credit card details in an email. We will not ask for such personal information in this way, so any email claiming to be from us that does so is likely to be fake. Please ignore it;
- Do not share login or passwords you use to access our services with anyone else;
- Keep your computer and devices that you use to access our services up to date with patches and security updates;

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WHAT RIGHTS DO YOU HAVE UNDER DATA PROTECTION LAW?

Under data protection law, you have a number of different rights relating to the use of your personal information. The table below contains a summary of those rights and our obligations. More information about your rights and our obligations can be found on the ICO website <https://ico.org.uk/>.

Your rights	What this involves	What our obligations are
A right of access	This is a right to obtain access to your personal data and various supplementary information.	<ul style="list-style-type: none">• We must provide you with a copy or your personal information and the other supplementary information without undue delay and in any event within 1 month of receipt of your request;• We cannot charge you for doing so except in specific circumstances (such as where you request further copies of your personal information).
A right to have personal data rectified	<ul style="list-style-type: none">• This is a right to have your personal information rectified if it is inaccurate or incomplete.	<ul style="list-style-type: none">• We must rectify any inaccurate or incomplete information without undue delay and in any event within 1 month of receipt of your request;• If we have disclosed your personal information to others, we must (subject to certain exceptions) contact the recipients to inform them, that your personal

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		information requires rectification.
A right to erasure	<ul style="list-style-type: none"> This is a right to have your personal information deleted or removed. This right only applies in certain circumstances (such as where we no longer need the personal information for the purposes for which it was collected). We have the right to refuse to delete or remove your personal data in certain circumstances. 	<ul style="list-style-type: none"> If this right applies, we must delete or remove your personal information without undue delay and in any event within 1 month of receipt of your request; If we have disclosed your personal information to others, we must (subject to certain exceptions) contact then recipients to inform them that your personal information must be erased.
A right to data portability	<ul style="list-style-type: none"> This is a right to obtain and re-use your personal information for your own purposes; It includes a right to ask that your personal information is transferred to another organisation (where technically feasible). This right only applies in certain limited circumstances. 	<ul style="list-style-type: none"> If this right applies we must provide your personal information to you in a structured, commonly used and machine reasonable form Again, we must act without undue delay and in any event within 1 month of receipt of your request; We cannot charge you for this service.

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<p>A right to object</p>	<ul style="list-style-type: none"> • This is a right to object to the use of your personal information. • The right applies in certain specific circumstances only. • You can use this right to challenge our use of your personal information based on our legitimate interests or performance of a task in the public interest; • You can also use this right to object to use of your personal information for direct marketing. 	<ul style="list-style-type: none"> • If you object to us using your personal information for direct marketing, we must stop using your personal information in this way as soon as we receive your request. • If you object to other uses of your personal information, whether we have to stop using your personal information will depend on the particular circumstances.
<p>A right to object to automated decision making</p>	<ul style="list-style-type: none"> • This is a right not to be subject to a decision which is made solely on the basis of automated processing of your personal information where the decision in question will have a legal impact on you or a similarly significant effect. 	<ul style="list-style-type: none"> • Where such a decision is made, you must be informed of that fact as soon as reasonably practicable; • You then have 21 days from receipt of the notification to request that the decision is reconsidered or that a decision is made that is not based solely on automated processing; • Your request must be complied with within 21 days.

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A right to restrict processing	<ul style="list-style-type: none">• This is a right to 'block' or suppress processing of your personal information.• This right applies in various circumstances, including where you contest the accuracy of your information).	<ul style="list-style-type: none">• If we are required to restrict our processing of your personal information we will be able to store it but not otherwise use it.• We may only retain enough information about you to ensure that the restriction is respected in future.• If we have disclosed your personal information to others, we must (subject to certain exceptions) contact them to tell them about the restriction on use.
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If you wish to exercise any of your rights, you can email dsar@sport.wales

for this purpose. Alternatively, you can make a request by contacting us using the details set out on page 33 of this document.

If you request the exercise of any of your rights we are entitled to ask you to provide us with any information that may be necessary to confirm your identity.

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YOUR RIGHT TO WITHDRAW CONSENT

If you have given us your consent to use any of your personal information, you can withdraw your consent at any time. To do so, please contact us by sending an email to consent@sport.wales

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HOW CAN YOU GET IN TOUCH WITH US AND WHO IS OUR DATA PROTECTION OFFICER?

You can get in touch with us in the following ways:

Postal address	Sport Wales Sophia Gardens Cardiff CF11 9SW
Email	dpo@sport.wales
Telephone number	0300 300 3111

We have appointed a dedicated Data Protection Officer (“DPO”) to oversee our compliance with data protection law and this privacy notice. Their details are as follows:

Name: Phil Stevens

Telephone: 029 2033 8333

Email: dpo@sport.wales

If you have any questions about this privacy notice, how we handle your personal information or if you wish to make a complaint, please contact our DPO.

RIGHT TO COMPLAIN TO THE INFORMATION COMMISSIONER’S OFFICER

If we are unable to deal with a complaint to your satisfaction or if you are unhappy with the way we are using your personal data, you also have the right to make a complaint at any time to the UK’s supervisory authority for data protection issues, the Information Commissioner’s Office (www.ico.org.uk).

CHANGES TO OUR PRIVACY NOTICE

We may update this privacy notice from time to time. If we make any substantial updates, we will provide you with a new privacy notice. We may also notify you in other ways from time to time about the processing of your personal information.