



Think Active School Games Privacy Policy

We are committed to respecting your privacy. This notice is to let you know how we promise to look after the personal information we collect through School Games Events, what your privacy rights are and how the law protects you. We promise to keep your data safe and secure, not to sell your data and to only use it for the purposes specified.

If you provide personal information to us about someone else, you must ensure that you are entitled to disclose that information to us, that you have obtained any required consents from, given such notices to, or otherwise taken such actions as are required in order for the lawful processing of that data in accordance with data protection laws. Where the data subject of such personal information is a child under 13 years old you shall, in particular, ensure that you have obtained the valid consent of the parent or holder of parental responsibility of the data subject to the processing of that personal information.

Who we are

References to **we**, **our** or **us** in this privacy notice are to Think Active, who is the Data Controller for all personal information submitted through Think Active School Games Events.

Contact details are set out in the "**Contacting us**" section at the end of this privacy notice.

1. Personal Information we may collect from you

Collecting specific, relevant **personal information**, as outlined below, is a necessary part of us being able to manage and safely deliver the School Games (the "Programme") and to manage our relationship with you.

- personal contact details, such as name, email addresses, telephone numbers, job role;
- your organisation details, such as a school or other organisation type;
- social media accounts (optional);
- image, video and/or photographic consent.
- contact details of others.

2. Uses made of the information

The table below describes the main purposes for which we will process your personal information, the categories of your information involved and our lawful basis for being able to do this.

1 Mill Street
Leamington Spa
CV31 1ES

 01926 754028
 hello@thinkactive.org
 thinkactive.co.uk

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Purpose	Personal information used	Lawful basis
To administer, manage and safely deliver the Programme.	All contact and organisation details. Contact details of others.	We have a legitimate interest in doing so, to ensure that we can administer, manage and safely deliver the Programme.
To send you information which is relevant to the Programme.	All contact and organisation details.	This is necessary to enable us to properly manage and administer the Programme.
To arrange and manage any contracts for the provision of any products and/or services by you for the Programme.	All contact and organisation details.	This is necessary to enable us to properly administer and manage any contract with you and to ensure you are competent to provide the products/services.
To conduct monitoring, research and evaluation of the Programme.	Contact and organisation details.	We have a legitimate interest in doing so to ensure that we can monitor, evaluate and assess the impact of the Programme and inform its future development.
For the purposes of promotion and obtaining media coverage of the Programme	Images in video and/or photographic form. Social media accounts.	Where you have uploaded content directly to our website or otherwise given us explicit permission to do so.
The security of the Website.	Your usage of the Website.	We have a legitimate interest to ensure that the Website is secure.
Retention of records.	All the personal information we collect.	We have a legitimate interest in retaining records in order to properly administer and manage our relationship with you and in some cases, we may have legal or regulatory obligations to retain records.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contacting Us**" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent, and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place and therefore, you may not be able to be involved in the Programme.

3. Disclosure of your personal information

Details of who we may disclose your personal information to are set out below. We will only share your personal information where we need to do so in order to deliver the Programme, and we will put in place arrangements to protect your personal information. Outside of that, we do not disclose your personal information unless we are required to do so by law.

We may share personal information with the following parties:

- **Funder:** Sport England (including authorised Sport England suppliers and subcontractors working on the Programme)
- **Stakeholders:** School Games Organisers, Development Coaches, Local Organising Committees, Development Managers
- **School Games Mark auditors:** Sheffield Industry Research Centre (SIRC)
- **School Games researchers and evaluators**
- **Website system provider**
- **The Media**

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- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

4. How long do we keep the information for?

Generally, where there is no legal requirement, we will only retain your personal information for a maximum of twelve months after an event. Exceptions to this are:

- Images in video and/or photographic form may be retained for a period of up to three years following their submission, so that they can be used for future communication, media and publicity purposes.

5. Your rights in relation to personal information

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you.
- the right to request the erasure of your personal information in certain limited circumstances.
- the right to restrict processing of your personal information where certain requirements are met.
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent is an absolute right.

To exercise any of your rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting Us**" section 12 below.

If you are unhappy with the way we are using your personal information you can complain to the UK Information Commissioner's Office or your local data protection regulator. Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>. However, we are here to help and would encourage you to contact us to resolve your complaint first.

6. Linking with third party sites

The Website may contain links to and from other websites associated with the Programme. If you follow a link to any of these websites, please note that these websites have their own privacy policies and they will be a data controller of your personal information. We do not accept any responsibility or liability for these policies and you should check these policies before you submit any personal information to these websites.

In addition, if you linked to our Website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners or operators of that third-party site and recommend that you check the policy of that third-party site and contact its owner or operator if you have any concerns or questions.



7. Security

We employ a variety of technical and organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, no information transmission over the Internet is guaranteed 100% secure nor is any storage of information always 100% secure, but we do take all appropriate steps to protect the security of your personal information.

8. Log Files

In common with most websites, our Website may log various information about visitors, including internet protocol (IP) addresses, browser type, internet service provider (ISP) information, referring / exit pages and date / time stamp.

We may use this information to analyse trends, administer the Site, track your movement around the sites and gather broad demographic information.

9. Changes to this notice

We may update this privacy notice from time to time. Any changes we may make to this privacy notice in the future will be posted on the Website and, where appropriate, notified to you by e-mail. When we change this privacy notice in a material way, we will update the version date at the bottom of this page. Please check back frequently to see any updates or changes and should you object to any alteration, please contact us as set out in the "**Contacting Us**" section below.

10. Contacting Us

In the event of any query or complaint about the information we hold about you, please email hello@thinkactive.org

Dated 15th March 2023

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