

## Data Protection Policy

Lothian Disability Sport (LDS) is committed to ensuring the safety and protection of any personal data, or sensitive personal data, which we process. This includes collection, storage, organising, amendment, deletion and sharing. Personal data refers to any data which can identify, or is likely to identify, a living individual. For our purposes this covers:

- Name
- Address
- Telephone number
- Email address and/or IP address
- Racial or ethnic origin
- Religious or similar beliefs
- Physical or mental health condition including disability

Data protection legislation sets rules for processing data, either on paper or held on computer.

LDS is a data controller which means we determine the purposes for which personal data is processed. From time to time we may employ data processors, which means any person or organisation other than a direct employee who will process data on our behalf. Under these circumstances LDS will ensure the data processor has policies and procedures in place which comply with all existing legislation.

Data protection legislation provides eight data protection principles which require that personal data:

1. Shall be processed fairly and legally, meaning that we will be open and transparent about how personal data will be used and we will provide a privacy notice
2. Shall be processed only for specified and lawful purposes and not be processed in a way which is incompatible with those purposes
3. Shall be adequate, relevant and not excessive for the purposes for which it is collected
4. Shall be accurate and kept up to date
5. Shall not be kept longer than necessary
6. Shall be respectful of your rights
7. Shall be kept secure against unauthorised and unlawful processing and against accidental loss, destruction or damage
8. Shall not be transferred outside the European Economic Area unless we can guarantee your privacy will be respected

If you believe in any way that LDS is not processing your personal data in accordance with these principles, please contact LDS Disability Sport Officer at [admin@lothiandisabilitysport.co.uk](mailto:admin@lothiandisabilitysport.co.uk) or on 0788 554 9173. If you remain dissatisfied

you have the right to contact the Information Commissioner's Office to make a complaint [www.ico.org.uk](http://www.ico.org.uk).

## **Purposes for Collecting Personal Data**

All personal data provided to LDS is processed in accordance with the principles of existing legislation. LDS collects personal data for:

- Entry to events, programmes, squads or courses
- Monitoring the delivery of our programmes and resources
- Research, development and evaluation of our programmes and resources
- Through a recruitment application form
- Through an application for grant funding
- Communication regarding our work
- Marketing of our programmes, resources and registration schemes
- Human resources and employment
- Inclusion on a mailing list or database
- As a result of interaction with LDS (e.g. by entering into email or telephone correspondence with an employee of LDS)

We will ensure that you are informed appropriately of how we will process any personal data collected. If we intend to share any personal data with third parties, e.g. sponsors, SGBs, etc., this will be clearly explained.

You have the right to access the personal data LDS holds on you and correct it if inaccurate. If you would like to receive a copy of this data please provide a written request evidencing who you are and the information you wish to access to [admin@lothiandisabilitysport.co.uk](mailto:admin@lothiandisabilitysport.co.uk).

## **Passing personal data onto third parties**

It is LDS policy to only disclose information to third parties if explicitly required to do so by relevant legislation.

LDS will obtain your consent before passing on any information to any third parties other than those involved in the co-ordination of LDS programmes.

LDS does not collect or compile personally identifying information for dissemination or sale to external parties for marketing purposes or host mailings on behalf of third parties.

## **Privacy Notice**

Our full privacy notice can be seen on our website or if you would like to receive a copy please contact us on 0788 554 9173, email [admin@lothiandisabilitysport.co.uk](mailto:admin@lothiandisabilitysport.co.uk) or write to us at Lothian Disability Sport, Meadowmill Sports Centre, Tranent, EH33 1LZ.