

SportBU Privacy Notice

This privacy notice explains how SportBU, the sports department of Bournemouth University, (“we”, “our”, “us”) collects uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective members and users of SportBU facilities, services and programmes (“you”, “your”).

Bournemouth University is the data controller of your personal data and is subject to the EU General Data Protection Regulation (the “GDPR”) and the Data Protection Act 2018.

How we collect your information

We collect your personal data from:

- the information you provide to us when you apply to become a member of SportBU, or complete an application or agreement form for any of our programmes or activities. This may be electronically through online booking forms or paper based;
- when you communicate with us by telephone or email, for example to make enquiries or raise concerns;
- our XN leisure management system (the software we use to manage SportBU membership and bookings) and electronic student record system, SITS;
- in various other ways as you interact with us during the term of your SportBU Membership.

The types of information we collect

We may collect the following types of personal data about you:

- your name, date of birth and contact details (including your address, telephone number and email address);
- emergency contact details;
- information about your health and medical conditions and any additional learning support needs (these are referred to as “special categories” of data in the data protection legislation);
- programme, activity dates and bookings selected;
- sports leagues that you take part in through SportBU;
- any qualification certificates that you are required to have to be able to participate in a programme or activity; In the case of children’s activities, your child’s name, date of birth, medical conditions and emergency contact details.

How we use information about you

The purposes for which we may use your personal data (including special categories of data) include:

- processing your application for membership, courses, programmes and activities of SportBU;
- managing your on-going membership of SportBU;
- ensuring your safety and security;
- providing additional learning support and/or making reasonable adjustments to enable you to access our services, facilities and/or programmes;
- collecting your SportBU membership, course, programme or activity fees;
- managing your registration for an Active IQ qualification including registering your details (name, post code, date of birth and details of ethnicity) with, and providing assessment and exam results to, Active IQ using its online registration and certification system, Quartz;
- providing your details to external sports bodies such as British Universities and Colleges Sport (BUCS), Sport England and other sporting national governing bodies so that you can take part in their competitions and events and access services available via their websites. The details that we provide to such organisations will vary depending upon their requirements but could include your name, date of birth, telephone number, email address, emergency contact details, gender, health information (where this is relevant to your participation), information about your sporting achievements and governing body/association reference numbers;
- other administrative purposes, including:

- providing operational information (e.g. information about gym closures, cancellation of sessions, restrictions on use of facilities or safety advice);
- promoting SportBU's facilities, services and membership offers;
- providing notice that membership is due to expire;
- submitting athlete entries into internal and external competitions;
- dealing with enquiries or concerns;
- carrying out statistical analysis.

The basis for processing your information

We may process your personal data because it is necessary for the performance of our agreement with you or in order to take steps at your request prior to entering into an agreement with you. In this respect, we will use your personal data for the following:

- to interact with you before you become a member of SportBU, as part of the application process;
- once you have become a member of SportBU, to provide you with the facilities and services, programmes or activities as set out in the SportBU membership Terms and Conditions;
- to deal with any concerns or feedback you may have.

We may also process your personal data because it is necessary for our or a third party's legitimate interests. In this respect, we may use your personal data for the following:

- Registration with external sports and education bodies;
- to monitor and evaluate the performance and effectiveness of SportBU, including by training our staff or monitoring their performance;
- internal and external verification of course assessments in relation to Active IQ qualifications;
- statistical analysis to maintain and improve our facilities and the services available;
- to seek advice on our rights and obligations, such as where we require our own legal advice;
- recovering money you owe to us.

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as health and safety, making reasonable adjustments if you have a disability and safeguarding requirements;
- for the prevention and detection of crime;
- in order to assist with investigations (including criminal investigations) carried out by the police.

We may also process your personal data where:

- it is necessary for medical purposes (e.g. provision of first aid treatment or contact with the emergency services or health professional);
- it is necessary to protect your or another person's vital interests (but only if it is not possible for us to obtain a valid consent from you to the processing of your personal data); or
- we have your specific or, where necessary, explicit consent to do so.

Sharing information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may disclose limited personal data to a variety of recipients including:

- our employees, agents and contractors where there is a legitimate reason for their receiving the information;
- emergency services or health care professionals;
- the police;
- Accredited awarding bodies such as Active IQ;
- the national governing bodies for the sports you are involved with through SportBU;
- if you are under 18, your parent/guardian;
- your emergency contact.

Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. You can do this by email to sportbu@bournemouth.ac.uk or in person at the SportBU reception.

How we hold your information and how long it is kept

Your personal information in relation to the services provided by SportBU will be held in electronic and/or hard copies within files and email folders in SportBU.

We may retain your personal data for a period of 6 years after your membership/or usage of SportBU comes to an end.

Your rights

Under the data protection laws you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, on the basis of consent or as necessary for the performance of a contract between us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer (DPO) by email: dpo@bournemouth.ac.uk; by telephone: +44 (0) 1202 962554; or by post: Data Protection Officer, Bournemouth University, Poole House 5th Floor, Fern Barrow, Poole, Dorset, BH12 5BB.

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above or visit the [Data Protection](#) page of our website to access the relevant forms.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However, if you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

Online reporting: <https://ico.org.uk/concerns/>

Email: casework@ico.org.uk

Tel: 0303 123 1113

Post:

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

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.

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