

Coaching4Christ (inc. Unite Gym) Privacy Notice

Coaching4Christ take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Coaching4Christ members, partners and staff and volunteers.

You provide information about yourself when you register with Coaching4Christ, and by filling in forms at a registration or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data, it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Coaching4Christ responsibilities and you do not provide that data, we may not be able to honour or administer your membership/partnership.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to advise you of events, to run events, our Youth Academy and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the Coaching4Christ (inc. Unite Gym). This data is also used to provide you with updates regarding the work of Coaching4Christ and if applicable for gift aid claims and setting up standing orders. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant, partner, volunteer or member to provide the services you are registering for.

We have set out below, in a table format, a description of the ways we plan to use your personal data, and which of the legal bases we rely on to do so.

What do we use your information for?	What type of information do we use and why?	Lawful basis for processing personal data
Processing membership forms and payments (Unite gym) and South Belfast League	Consent and Contact details, membership details.	Under Article 6 of the General Data Protection Regulations (GDPR) our lawful basis for processing and holding personal information is 'legitimate interest' as it is necessary for Coaching4Christ to use this information in order to provide you with our services.
Organising matches	Consent and Contact details	As above

	(parents/guardians). To advise of times and transportation.	
Sending out match or Club information and updates	Consent and Contact details (parents/guardians)	As above
Sharing data with coaches, managers or officials to run training sessions or enter events	Consent and Contact details (parents/guardians)	As above
Sharing data with leagues we are in membership of, county associations and other competition providers for entry in events	Consent and Contact details	As above
To advise of sportswear you may have ordered from us	Contact details – parents or guardian's	As above
Sharing data with third party service or facility providers – i.e. South Belfast league if applicable	Coaching4Christ has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third-party services is for the benefit of the Club, participants and its members.	As above
We will keep all your details on our files	All your personal details – So we can deal with any issues or in the event of an emergency.	As above
Publishing match and league results	Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian	As above
Sending out marketing information such as newsletters, advertising events	Consent. We will only send you direct marketing if you are a partner, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent.	As above
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent.	As above
To promote the gym	Consent needed for any photos or videos of you	As above
To make sure we are keeping up with health and safety	It is our interests to make sure we provide you and others a safe place to play your sport	As above
To book travel	Contact and health details to share with booking agent or Missionaries to whom we travel	As above
To share with Access N.I. (volunteers and staff only)	For safeguarding	As above
To make contact with you or a parent/guardian	If terms of an emergency	As above

Who we share your personal data with

When you become a member of Coaching4Christ (Inc. Unite Gym), your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in), will be passed onto the South Belfast League information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties i.e Leagues. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may also share this with those with whom we book travel if we are taking teams outside of N. Ireland such as Football tours.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

Coaching4Christ's data processing may require your personal data to be transferred outside of the UK – **applicable to Volunteer travelling overseas only**. Where Coaching4Christ does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data

We keep personal data on our participants, volunteers, staff, members and partners while they continue to be a participant, volunteer, staff, member or partner or are otherwise actively involved with Coaching4Christ. We will delete this data after a 3-year period (in terms of gift aid 7 years) or on leaving or otherwise ended their membership or affiliation, or sooner if specifically requested and we can do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored with 3rd parties is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted please contact them.

Your rights regarding your personal data

As a data subject, you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject, you are not obliged to share your personal data with the Coaching4Christ. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice, then please contact our Data Protection Officer – Mr Davis Weir on 028 25 878780.

May 2018