

Guardian Ballers CIC

PRIVACY POLICY

Version 1 (29.08.22)

Date approved by Board: 29.08.24

Review: Annually

Next review date: 29.08.25

Introduction

The Guardian Ballers programme facilitates opportunities through the medium of Basketball and Educational (Mental and Emotional Well-being) sessions for children and young people to consider how they can BALL, BE and make their community BETTER.

The purpose of this policy is to enable Guardian Ballers CIC to:

- comply with the law in respect of the data it holds about individuals;
- follow good practice;
- protect Guardian Ballers clients, staff, volunteers and other individuals;
- protect the organisation from the consequences of a breach of its responsibilities.

Our Contact Details

Named contact: Kieran Joseph (CEO of Guardian Ballers CIC)

Address: 47 Parkside, Coventry, United Kingdom, CV1 2HG

Phone Number: 07502 371441

E-mail: hello@guardianballers.org

Agreement to follow this policy

This privacy policy is fully supported by the board of directors and management.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, Name, School and Contact Details)
- Personal Descriptors: Name, age, place of birth, date of birth, gender

- Ethnicity: Race, colour, nationality or ethnic origin
- Health: Physical or mental disabilities, medication (if relevant during our activities)
- Employment: Employee files, employment history, evaluations, reference interviews, disciplinary actions, criminal records
- Life: Accessibility status (e.g. if a young people received 'Free School Meals' or any additional support), marital status, religion.
- Education: Current and/or previous
- Health Identifiers (only if required by a commissioning health authority/organisation or required for special events, such as residential trips): GP practice, NI Number.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For registration and register records
- To support our development of the programme (e.g. through evaluations and community co-creation of projects)
- So that we can enable our contractors to fulfil a service for you, if you consent (e.g. so that a kit provider can post merchandise to your address).

[If applicable] We also receive personal information indirectly, from the following sources in the following scenarios:

- Commissioning or contracted organisations that have contracted us to deliver a service for you and/or your community.

We use the information that you have given us in order to:

- For registration and register records
- Support our development of the programme (e.g. through evaluations and community co-creation of projects)
- Enable our contractors to fulfil a service for you, if you consent (e.g. so that a kit provider can post merchandise to your address).
- Generate demographic data of our projects (e.g. knowing the percentage of girls in our programme) for our own and external funders or stakeholders records.

We will only share this information with any organisation that have contracted work with (there is a Data-Sharing agreement), they have a justifiable reason of need for the data and hold a Privacy Policy with similar protective constructs to ours.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent: You are able to remove your consent at any time. You can do this by contacting hello@guardianballers.org

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Where personal information may be held

Personal information may be held at our offices and third-party agencies, service providers, representatives and agents as described above and in cloud based IT services. In the event that we use cloud based IT services, personal information may be transferred internationally to other countries around the world, including countries that do not have data protection laws equivalent to those in the UK. We have security measures in place to seek to ensure that there is appropriate security for personal information we hold.

How long we keep your personal information

We keep personal information during and after your employment for no longer than is necessary and in the majority of cases for no more than 6 years after the end of your employment.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the contact details below if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Address: 47 Parkside, Coventry, United Kingdom, CV1 2HG

Phone Number: 07502 371441

E-mail: hello@guardianballers.org

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>