**Privacy Notice**

## Gateshead School Sport Partnership

## (inc. School’s Health & Wellbeing Service)

### Who are we and what do we do

The Gateshead School Sport Partnership (GSSP) is part of Gateshead Council. We are based at Whickham School and provide the following services:

**School Sport Service:**

* *Competitions & Events*
* *Professional Development & Networking*
* *Participation Activities & Pupil Engagement*
* *Reward & Recognition Programmes*
* *Dedicated School Support*

**Health & Wellbeing Service:**

* *Self-Review & Awards*
* *Professional Development & Networking*
* *Activities & Interventions*
* *Specialist PSHE Provision*
* *Staff Wellness Activities*
* *Dedicated School Support*

This privacy notice provides specific information about how the Gateshead School Sport Partnership processes your personal data and is in addition to the information contained within our Corporate Privacy Notice: [Click](https://www.gateshead.gov.uk/article/3711/Corporate-privacy-notice) Here

### What type of information is collected about you

* *Full Name (inc. First Name & Surname)*
* *Gender*
* *Address & Postcode*
* *Age Category / Date of Birth*
* *School / Institution Attended*
* *Images & Video Footage*
* *E-Mail Address*
* *Telephone Number*

**Special Category Data Collected:**

* *Racial / Ethnic Origin*
* *Health Information*

### How we collect information about you

We collect the personal data that you provide us with when you purchase a service from us, enter a competition or other event organised/hosted by GSSP and complete relevant data sharing forms via our web platforms or paper copy registration/consent forms.

### Why we need your information

Your personal data will only be used for the purpose(s) identified in the original correspondence with you. This will be for the purposes of managing and administering the relevant activity or service that you registered to access. It will also include notifying you if you are a winner and/or gaining your consent should we wish to share any of your personal data e.g. name and on which platform(s)/basis this information will be shared.

Our purpose for collecting your personal data is in order to deliver the services outlined and the lawful basis for our processing is:

* *Consent*
* *Performance of a contract to which data subject is party*
* *Legitimate interests*

### Who your information can be shared with

Our Corporate Privacy notice sets out the general types of information sharing that the Council carries out to fulfil statutory obligations, legal requirements and service delivery. The Gateshead School Sport Partnership can share your information with:

* *Approved external delivery agencies – when we have your express permission (e.g. sports coaching providers)*

We do not rent, sell or share personal information about you with other people or non-affiliated companies.

We will use reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities, unless required by law or other regulations.

If we wish to share your information with other council services or third parties for purposes outside of those listed above we will ask for your permission.

### How long we will keep your information

We keep your information for as long as we need in order to provide the services to you. This will differ depending on the services you receive. We may also need to keep your information in accordance with legal or other obligations. Where we have no need to keep your data it will be securely destroyed. We have Record of Processing Activity (a requirement under the GDPR) which sets out the specific retention periods applicable in different circumstances. For more information about this please contact schoolsportspartnership@gateshead.gov.uk

### Where your information is held

All digital information is held on the Gateshead Council IT servers. Any paper-based records are stored securely in lockable areas of our office provision at Whickham School (e.g. filing cabinets). Web based data is held on secure servers of the relevant platform ([www.gatesheadssp.org.uk](http://www.gatesheadssp.org.uk); [www.gatesheadhws.org](http://www.gatesheadhws.org); [www.mylvp.co.uk](http://www.mylvp.co.uk)).

### How you can update your information

The accuracy of your information is important to us to be able to provide relevant services more quickly. If you change your address or email address, or if any of your circumstances change or any of the other information we hold is out of date, please schoolsportspartnership@gateshead.gov.uk

### Your information rights

Please see the relevant section of our [Corporate privacy notice](https://www.gateshead.gov.uk/article/3711/Corporate-privacy-notice).

### Marketing and e-newsletters

Gateshead Council always acts upon your choices around what type of communications you want to receive and how you want to receive them. Where you have signed up for one of our newsletters, we use email newsletters to inform you of what we're doing, news and events.

Tools may be used to help us improve the effectiveness of our communications with you, including tracking whether the emails we send are opened and which links are clicked within a message. This helps us to improve and refine future email marketing around our campaigns and make sure all our emails are relevant and useful as possible.

You have a choice about whether or not you wish to receive marketing information from us. We will always ask for your permission or provide an opportunity to opt out.

### Business intelligence, profiling and automated-decision making

Please see the relevant section of our [Corporate privacy notice](https://www.gateshead.gov.uk/article/3711/Corporate-privacy-notice).

### Protecting your information

Please see the relevant section of our [Corporate privacy notice](https://www.gateshead.gov.uk/article/3711/Corporate-privacy-notice).

### Data Protection Officer

Data Protection Officer
Civic Centre
Regent Street
Gateshead
NE8 1HH

**DPOcouncil@gateshead.gov.uk**
0191 433 3000

### Information Commissioner's Office

The Information Commissioner is the UK's independent body set up to uphold information rights.

If you would like to know more about your rights under the Data Protection law, and what you should expect from us, visit the [**Information Commissioner's website**](https://ico.org.uk/).

If you have any concerns regarding our privacy practices or about exercising your Data Protection rights, you may contact the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113 or 01625 545 745
**casework@ico.org.uk**