**Privacy Notice for Yes! Coach by Tees Valley Sport**

1. **Purpose of this Notice**

Tees Valley Sport is hosted by Teesside University, the Data Controller. This Privacy Notice tells you how Teesside University collects and processes your personal data when you and/or a child for which you are the parent or guardian, interact with Yes! Coach.

We may amend this notice to reflect changes to our website, business, data protection law or other legislation. For this reason, we ask that you revisit this notice on a regular basis.

1. **Why your Personal Data is Collected**

We collect your Personal Data in order to plan and deliver coaching activities, to adminster your booking and prepare for your attendance, to ensure the safety and wellbeing of attendees, to assess the effectiveness of and improve the services we deliver and to keep you informed about future activities that you may be interested in.

1. **How Personal Data is Collected**

Personal Data is collected from you when you register for coaching activities and events on the Tees Valley Sport website, and when you correspond with us by email or telephone. Information may also be collected during the activities that we deliver and/or afterwards when we ask for feedback.

1. ***What* Personal Data Is Collected**
	1. Name;
	2. Gender;
	3. Age;
	4. Contact Number;
	5. Postcode;
	6. Email address;
	7. Name/Contact details of a responsible adult where appropriate;
	8. Your feedback about the activities we deliver;

This information is necessary for the performance of the contract that is established when you book and pay for any of our Coaching activities and in relation to our legitimate interests to manage and deliver effective services.

We may also process the following types of **special category** information:

* 1. Relevant medical information, such as allergies or medication that attendees may require such as an inhaler;
	2. Relevant disabilities.

We use this information to advise on appropriate adaptations to certain exercises and activities and to manage the health and safety of all attendees during coaching activities. We will only process this information with your explicit consent, which will be obtained prior to each session.

1. **How Your Personal Data is *shared* with 3rd parties**

The University will only share your Personal Data with external third parties where we are permitted to do so under Data Protection Legislation, such as in the event of a medical emergency.

1. **Transfers of Personal Data outside of the EEA**

International processing is not envisaged within this activity but in the event that it is necessary to transfer data outside the EEA this is done pursuant to an agreement which ensures that necessary safeguards are in place.

1. **Security of Personal Data**

We take technical and organisational measures to protect all of the Personal Data we hold. Only authorised employees and contractors have access to your Personal Data.

1. **Personal Data Retention Periods**

We will only retain the Personal Data we hold about you as long as necessary and in accordance with the University’s Retention Policy.

1. **Your Responsibilities**

GDPR requires that Personal Data is accurate. It is essential that you let the University know if any information you have provided changes. If you fail to update your details, the University cannot take responsibility if any information you require is sent to the wrong address or shared with relevant parties.

1. **Your Rights**

As a data subjectyou have certain rights:

*Right to complain*  You have the right to lodge a complaint with the Information Commissioner’s Office details are provided below;

*Right to access personal data:* You can find out what information we hold about you by making a subject access request. The request can be made free of charge, by writing to the Data Protection Officer, details of which are below.

*Right to Erasure (Right to be Forgotten)*You have the right to have the Personal Data we hold about you erased;

*Right to object* You have the right to object at any time to the processing of your Personal Data;

*Right to withdraw Consent* Where consent forms are the basis for processing, you have the right to withdraw your consent to the processing at any time;

*Right to Data Portability*If you request us to we will transmit your Personal Data directly to another organisation;

*Right to Rectification* You have the right to ask us to rectify inaccurate information held about you without undue delay.

These are not unqualified rights and the University may not be able to act on your request in certain circumstances.

1. **Contact Details of the Data Protection Officer**

The Data Protection Officer is contactable at Teesside University, Middlesbrough, Tees Valley, TS13BX, UK. Telephone: +44 (0)1642218121, Email: dpo@tees.ac.uk

You may contact our Data Protection Officer directly with any queries relating to Data Protection.

1. **Name and Address of the Lead Supervisory Authority**

The Lead Supervisory Authority overseeing the Controller is: The Information Comissioner’s Office (the’ICO’), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF, United Kingdom. Tel: +44 (0)3031231113, Email: casework@ico.org.uk. Website: https://ico.org.uk.

A comprehensive list of the purposes for which the University processes Personal Data are notified to the Information Commissioner‘s Office (ICO) and can be viewed on the office of the information Commissioner’s Register. To view the University’s registration you can use the search form for the Register and enter the University’s registration number Z5567143.