

## Kent School Games Privacy Policy

This privacy notice is related specifically to the Kent School Games and School Games (KSG) programme delivered by Kent Sport. For other projects delivered by Kent Sport please see the relevant privacy policies available online at [www.kentsport.org](http://www.kentsport.org).

**PLEASE NOTE:** this notice is relevant to the level 3 (county finals) element delivered by Kent Sport, levels 1 and 2 (local festivals and competitions) of the School Games programme are the responsibility of School Games Organisers and their host schools who will have separate policies. If you would like to find out further information please contact your School Games Organiser:

<http://www.kentschoolgames.com/content/school-games-organisers>

### **At Kent Sport, we're committed to protecting and respecting your privacy.**

We aim to provide you with the highest quality service whilst you are accessing our services. To do this, we must keep records about you and the services we provide for you. We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing.

We will:

- only collect personal data for specified purposes
- explain why we are collecting personal data
- where necessary, seek consent relating to the use of personal data
- retain personal data securely and
- only hold personal data for a specified amount of time after which it will be deleted.

If you have any questions regarding this policy or our privacy practices then please contact us:

**by email:** [kentsport@kent.gov.uk](mailto:kentsport@kent.gov.uk)

**in writing:** Kent Sport and Physical Activity Service, Kent County Council, Worrall House, 30 Kings Hill Avenue, Kings Hill, Kent, ME19 4AE.

**or by telephone:** 03000 414001.

We may change our privacy notices from time to time, so please check the Kent Sport website ([www.kentsport.org](http://www.kentsport.org)) occasionally to ensure that you're happy with any changes.

## **Who are we?**

Kent Sport and Physical Activity Service (Kent Sport) is a service within and is part of Kent County Council. Kent County Council is the data controller and is responsible for the security of the data that you provide and for overall compliance with data protection legislation. We are an integrated team of Kent County Council and Sport England funded staff, working together as the County Sports Partnership for Kent. We work with partners and networks across the county to provide opportunities for everyone to get involved in sport and physical activity for enjoyment as well as wider health and social outcomes.

The Kent School Games/School Games is a multi-sport competition, co-ordinated by Kent Sport, which is open to all young people aged 4 – 18 in primary, secondary and special needs schools. It first began in 2008 as a Kent County Council Olympic and Paralympic legacy project to inspire schools and young people across Kent to participate in competitive school sport.

## **What information we collect and how we use it**

This Policy explains when and why we collect personal information about those involved in KSG, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We rely on your consent to store and process the personal information that we collect.

Information for KSG is normally collected via the KSG website, by email or at events. Below outlines in more detail the documentation used at events to collect information and how that information is used. Where data is collected through the KSG website, cookies may be used. You can view the cookie policy here: <http://www.kentschoolgames.com/index.php?section=core&page=cookies>.

How do we collect information from you?	What information do we collect?	How is your information used?	How long will we hold your information?	Who has access to your information?
<p>Photograph and Video Footage Registration form</p> <p>These are completed by any adults wishing to take images at KSG events. We collect this information as part of our safeguarding policy to protect participants taking part in KSG events.</p>	<p>Name Address Contact Telephone Number Email</p>	<p>If requested you will be sent communications from Kent Sport that may be of interest.</p>	<p>The information is stored securely and retained for five years after which it is disposed of securely.</p>	<p>Only Kent Sport (KCC) will have access to your form and your personal information will only be shared with the relevant authorities (e.g. police) in the event that a safeguarding incident occurs in relation to images or video footage taken at a Kent School Games event.</p>
<p>Evaluation and Feedback Form</p> <p>These can be completed by teachers, spectators, officials and anyone else wishing to</p>	<p>Name Email</p>	<p>To send communications which you have requested and that may be of interest</p> <p>Feedback provided is used to improve</p>	<p>You can unsubscribe from this mailing list at any time by contacting Kent Sport or clicking on the unsubscribe link.</p>	<p>We will not sell or rent your information to third parties, or share your information with third parties for marketing purposes.</p>

feedback on their KSG experience		service delivery		
<p>Team Sheet</p> <p>These are completed by team managers and emailed to Kent School Games and/or handed in at the registration desk on the day of the event.</p>	<p>Participants details: Forename Surname Date of Birth Academic Year Gender Photo consent Black, Asian &amp; Ethnic Minorities Special educational needs and disability Unique pupil number</p> <p>Team Manager/ designated responsible adult details: Name Email</p>	<p>Used to provide partners with monitoring information to secure future funding and improve our services. No personal or identifiable information is shared with anyone outside of KCC.</p>	<p>The information is stored securely and retained until the relevant reporting has been submitted, so up to a maximum of two years.</p>	<p>Raw data including personal details are shared with KCC's Strategic Business Development &amp; Intelligence Team. The data is used to compare the profile of participants in the Kent School Games against the countywide demographic dataset. This is for reasons of public interest to ensure equality of opportunity or treatment. When reported, the data is aggregated and anonymised and no individually identifiable information is shared. We do not make any decisions about individual service users based on automated decision making or profiling.</p> <p>Reports are produced for Sport England but these do not contain any personal or identifiable data.</p>
<p>Images</p>	<p>Photographs and footage are taken at events</p>	<p>Where consent is given images are used for promotional purposes.</p>	<p>Original images are retained for a two-year period after which they will be securely disposed of. After this time, copies of images may still</p>	<p>Images and videos are not shared with any third parties but may be used for promotional purposes by Kent Sport and published on the websites, social media accounts and printed publications owned and managed by Kent Sport and are therefore accessible</p>

			appear in previously published website articles, social media posts, printed publications or promotional materials.	to the general public.
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### How you can access and update your information

The accuracy of your information is important to us. If you would like to update or amend the information that we hold about you, then please contact us:

**by email:** [kentsport@kent.gov.uk](mailto:kentsport@kent.gov.uk)

**in writing:** Kent Sport and Physical Activity Service, Kent County Council, Worrall House, 30 Kings Hill Avenue, Kings Hill, Kent, ME19 4AE.

**or by telephone:** 03000 414001.

### Your Rights

Under the GDPR you have a number of rights which you can access exercise free of charge which that allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact [the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk).]

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Who to Contact

Please contact the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, Benjamin Watts, at [dpo@kent.gov.uk](mailto:dpo@kent.gov.uk) or by writing to the Data Protection Officer at Sessions House, Maidstone, Kent ME14 1XQ.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>