

Sport & Physical Activity (SPA) Team Privacy Notice

Data Controller and Purpose

The information you provide will be used by the London Borough of Tower Hamlets Sport & Physical Activity (SPA) Team to process your data in accordance with the General Data Protection Regulation (GDPR) and if you have any concerns the Council's Data Protection Officer can be contacted on DPO@towerhamlets.gov.uk

Who we are

We are Tower Hamlets Sport & Physical Activity Team, a council service based at The Town Hall, 5 Clove Crescent, London E14 2BG and Mile End Stadium, Rhodeswell Road, London E14 7TW, which provides sporting and physical activities, courses and events to the Tower Hamlets community including young people, adults and voluntary sector organisations.

Condition for Processing Personal Data

It is necessary for us to process your personal data under the GDPR as a task carried out in the public interest with consent. For participants, we collect contact and some statistical information to ensure we are fulfilling our community purpose as a Local Authority and obligations under the Equality Act 2010.

Data Protection Law recognises that some categories of personal information are more sensitive than others. The sensitive personal information we collect includes ethnicity, date of birth, health conditions, required medication and details of any safeguarding concerns that are reported to us. We collect this data to ensure that all participants are safe and protected whilst on our programmes, including health conditions and medication. Enable us to understand who we are working with.

We will share you data with other Council departments and our partners as appropriate. However, we will not pass on your details to anyone else without your express permission except in exceptional circumstances. Examples of this might include anyone reporting serious safeguarding issues relating to children, young people and vulnerable adults.

Participant information, group consent and health conditions will be gained from attending organisations such as schools and voluntary organisations operating in partnership, delivering activities as part of the SPA Team programmes, along with information such as name, age and post code for statistical and monitoring purposes.

When collecting information for people under the age of 18 we will obtain parental or legal guardian consent for participation in the team's programmes.

We will disclose your personal information to third parties, the court service and/or regulators or law enforcement agencies in connection with proceedings or investigations.

We collect personal information concerning our own staff and volunteers as part of the administration, management and promotion of activities.

How long do we keep your information?

We will only hold your information for as long as is required by law and to provide you with the necessary services. This is likely to be for 7 years after the case is closed. For further details, you can view our [Retention Schedule \(https://www.towerhamlets.gov.uk/lqnl/council_and_democracy/data_protection_freedom_of/retention_policy.aspx\)](https://www.towerhamlets.gov.uk/lqnl/council_and_democracy/data_protection_freedom_of/retention_policy.aspx)

We may also anonymise some personal data you provide to us to ensure that you cannot be identified and use this for statistical analysis of data to allow the Council to effectively target and plan the provision of services.

Information sharing

Your personal information may be shared with internal Council departments or with external partners and agencies involved in delivering services on our behalf.

The council has a duty to protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. Information may be shared with internal services and external bodies like the Audit Commission, Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. This activity is carried out under social protection law.

Your Rights

You can find out more about your rights on our [Data Protection Page \(https://www.towerhamlets.gov.uk/lqnl/council_and_democracy/data_protection_freedom_of/GDPR/GDPR.aspx\)](https://www.towerhamlets.gov.uk/lqnl/council_and_democracy/data_protection_freedom_of/GDPR/GDPR.aspx) and this includes details of your rights to access, to be forgotten, and how to complain to the Data Protection Officer and Information Commissioner.