

## **SportBU Privacy Notice**

This privacy notice explains how SportBU, the sports department of Bournemouth University, (

other administrative purposes, including:

- providing operational information (e.g. information about gym closures, cancellation of sessions, restrictions on use of facilities or safety advice);
- , services and membership offers;
- providing notice that membership is due to expire;
- submitting athlete entries into internal and external competitions;
- dealing with enquiries or concerns;
- carrying out statistical analysis.

### **The basis for processing your information**

We may process your personal data because it is necessary for the performance of our agreement with you or in order to take steps at your request prior to entering into an agreement with you. In this respect, we will use your personal data for the following:

to interact with you before you become a member of SportBU, as part of the application process;

once you have become a member of SportBU, to provide you with the facilities and services, programmes or activities as set out in the SportBU membership Terms and Conditions;

to deal with any concerns or feedback you may have.

time

interests. In this respect, we may use your personal data for the following:

Registration with external sports and education bodies;

to monitor and evaluate the performance and effectiveness of SportBU, including by training our staff or monitoring their performance;

## **Changes to your personal data**

Please tell us promptly about any changes to the information we hold about you. You can do this by email to [sportbu@bournemouth.ac.uk](mailto:sportbu@bournemouth.ac.uk) or in person at the SportBU reception.

## **How we hold your information and how long it is kept**

Your personal information in relation to the services provided by SportBU will be held in electronic and/or hard copies within files and email folders in SportBU.

We may retain your personal data for a period of 6 years after your membership/or usage of SportBU comes to an end.

## **Your rights**

Under the data protection laws you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, on the basis of consent or as necessary for the performance of a contract between us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

## **Contact us**

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer (DPO) by email: [dpo@bournemouth.ac.uk](mailto:dpo@bournemouth.ac.uk); by telephone: +44 (0) 1202 962554; or by post: Data Protection Officer, Bournemouth University, Poole House 5<sup>th</sup> Floor, Fern Barrow, Poole, Dorset, BH12 5BB.

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above or visit the [Data Protection](#) page of our website to access the relevant forms.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However, if you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

Online reporting: <https://ico.org.uk/concerns/>

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113

Post:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: [www.ico.org.uk](http://www.ico.org.uk).

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