

ACTIVE PLACES DATA PLATFORM

PRIVACY STATEMENT

Welcome to The English Sports Council (“Sport England’s”) Active Places Data Platform privacy policy.

1. IMPORTANT INFORMATION ABOUT US

The Active Places Data Platform is a self-service platform provided by Sport England to create, edit and manage the national sport facility database called Active Places.

Sport England is committed to ensuring that your privacy is protected and to processing your personal data in accordance with applicable privacy laws, including the UK General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018.

We will only collect and use your personal data in accordance with this privacy statement.

PURPOSE OF THIS PRIVACY STATEMENT

This privacy statement sets out how Sport England collects, stores and uses personal data it collects from you when you use our website, <https://datapatform.activeplacespower.com/> and <https://apiportal.activeplacespower.com> (“**the Site**”) and details the types of personal data collected, our use of, and your right to control, your personal data (“**Privacy Statement**”).

Please read this Privacy Statement carefully. We recommend that you print and keep a copy of it for your future reference.

CONTROLLER

Sport England is the data controller and responsible for the compliant processing of your personal data when you visit this website or interact with us relating to the Active Places Data Platform. Unless otherwise noted, the terms “**Sport England**”, “**we**”, “**us**” or “**our**” on this page refer to The English Sports Council.

By “**you**” or “**your**”, we mean you when you access and use the Active Places Data Platform website.

LAWFUL BASIS

Under Data Protection law we must rely on a lawful basis for the processing of your personal data. Different types of personal data require different legal bases; For your personal data the lawful basis is public task.

We have an appointed Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this privacy statement. If you have any questions about this privacy statement, including any requests to exercise your data privacy rights, please contact the DPO using the details set out below.

CONTACT DETAILS

If you have any questions about this privacy policy or our privacy practices, please contact our DPO in the following ways:

Full name of legal entity: Sport England

Email address: DPO@sportengland.org

Postal address: SportPark, 1st Floor, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

PROCESSOR(S)

Full name of legal entity: AtkinsRealis

DPO email address: data_privacy@snclavalin.com

Postal address: AtkinsRealis, 500 Park Ave, Almondsbury, Bristol, BS32 4RZ

Privacy Policy: www.atkinsrealis.com/en/site-services/privacy-policy

Full name of legal entity: Adetiq Limited

DPO email address: dpo@adeti.co.uk

Postal address: Avery House, 69 North Street, Portslade, BN41 1DH, UK

Privacy Policy: <https://adeti.co.uk/privacy-policy/>

2. THE PERSONAL DATA THAT WE COLLECT FROM YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

When you use the Site or your site is included within Active Places, we may collect the following personal data about you:

- your name;
- your contact information, including telephone number and email address;
- your organisation's name;
- your role within your organisation; and
- your browsing activities.

We will also collect some or all of the above personal data about you when you access and browse the Site. Further information about this aspect of our data collection is set out in our

Cookies Policy. You can view our Cookies Policy by visiting the Active Places Data Platform website (www.dataplatform.activeplaces.com) and clicking on the Cookies Policy link within the webpage footer.

3. WHAT WE DO WITH YOUR INFORMATION

We, AtkinsRealis, a third-party supplier who delivers the Site on our behalf, and Adetiq Limited, a third-party supplier who provides us with data validation services, may collect, store and process your personal data for the following reasons:

- for the lawful reason that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us, in particular, so we can perform our statutory duties and encourage people from every background to regularly and meaningfully engage in sport and physical activity, we process personal data:
 - to contact you by telephone and email to obtain information about the sports facilities and to check that the information we hold on the sports facilities is correct;
 - to make the Site available and to customise it and to provide content tailored to individual requirements;
 - to grant and control your access to the Site;
 - to send you a newsletter to inform you of developments to the Site, updates to sporting activities offered in your area or general updates from Sport England;
 - for our internal record keeping requirements, including collection of anonymised details about visitors to the Site to compile aggregate statistics or produce internal reports;
 - for analysis, testing, monitoring, risk management and administrative purposes; and
 - to provide you with updates and information about website downtime, updates and support;
- for the lawful reason that you have provided your informed consent:
 - to maintain the registered account that you hold with us;
- where we have a legal right or duty to use or disclose your information (including for crime and fraud prevention, prospective legal proceedings and/or to establish, exercise or defend our legal rights and related purposes, in which case we will provide you with further information regarding such processing and the lawful basis for such processing as appropriate).

Except as set out in this Privacy Statement, or unless permitted by applicable law, we will not disclose, sell, distribute, rent or lease your personal data to third parties unless we have your permission or are required to do so to comply with applicable law or an order of a governmental or law enforcement body.

4. INTERNATIONAL TRANSFERS OF DATA

We do not transfer data outside of the European Economic Area (“**EEA**”) in order to deliver the Site.

5. SECURITY

We are committed to ensuring that your personal data is secure. To minimise the risk that there is unauthorised access to or disclosure of your personal data, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure it (such as internet standard encryption technology to encode personal data that you send to us when conducting a transaction through the Site). In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

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

6. DATA RETENTION

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements. Details of our retention periods for different aspects of your personal data are available in our retention policy which you can request from us by contacting us.

7. LINKS TO OTHER WEBSITES

This Site may contain links to other websites which we think may be of relevance to you. These other websites are not governed by this Privacy Statement but by the privacy policies set out on those websites.

Once you use the links from this Site to those other websites, the operators of those other websites are responsible for the privacy of any data which you provide to while you are visiting that other website. You should review the privacy policies applicable to any other websites that you visit by following links from this Site. We do not accept any responsibility or liability for these policies or for any personal data that may be collected through these websites or services, such as contact and location data. If you have any questions or concerns about the collection or use of any personal data collected through any other website, you should contact the website operator of that website using the contact information specified by that website's privacy policy.

In some cases, third party website operators may disclose your personal data to us so that we may use it in accordance with this Privacy Statement.

8. YOUR CONTROL OVER YOUR PERSONAL DATA

You may choose to restrict our collection or use of your personal data in the following ways:

- when you are asked by us to accept a cookie or to fill in a registration on the Site, look for your cookie settings and the area that you can click to indicate your preference as to use of your personal data for marketing or other purposes;
- if you have previously agreed to accept a cookie, you may change your mind at any time disabling or deleting the cookie or amending your cookie settings.

YOUR LEGAL RIGHTS

You have rights under data protection laws in relation to your personal data.

You have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to

comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:
 - If you want us to establish the data's accuracy.
 - Where our use of the data is unlawful but you do not want us to erase it.
 - Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.
 - You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- **Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

You may exercise your rights over the personal data that we hold about you by contacting us via email at DPO@sportengland.org or via post for the attention of the Data Protection Officer at Sport England, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.

NO FEE USUALLY REQUIRED

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

WHAT WE MAY NEED FROM YOU

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no

right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

TIME LIMIT TO RESPOND

We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

9. COMPLAINTS

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK regulator for data protection issues as detailed below. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

If you're in any way dissatisfied with the way we have handled your personal data, Sport England provides a [Complaints Procedure](#).

In addition, regardless of whether you make a complaint under our Procedure you're entitled to lodge a complaint about our data handling practices with the Information Commissioner by writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

10. CHANGES TO THE PRIVACY POLICY AND OUR DUTY TO INFORM YOU OF CHANGES

We may change and update this Privacy Statement from time to time and we recommend that you revisit this page regularly to keep informed on the current Privacy Statement and ensure that you are happy with any changes.

13 March 2024