



FANS Scheme Privacy Policy

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

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) 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 Kent County Council and 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.

How do we collect information from you?

We collect information about you through your application form, which can be submitted by post or email, when you apply for FANS membership, and any correspondence you have with us about that application.



What information do we collect?

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

You will provide us with your name, address, telephone number, email address and date of birth on your FANS application. We will also collect information about your sport and evidence to prove that you are competing at a level which meets the eligibility criteria of the scheme. For further information on who we will share your data with, see below.

If your application is successful then we may also ask you some equality monitoring questions. We ask these because we want to make sure that everyone is treated fairly and equally, and that no one gets left out. We'll use it only to help us make decisions and improve our services. This information will not be shared in a format through which individuals can be identified.

How is your information used?

We will use the information we collect from you to process your application in accordance with the eligibility criteria and the terms and conditions of the FANS Scheme. If your application is successful then we will also use your contact information to keep you informed of news and information related to your membership.

How long will we hold your information?

If your application is successful, your complete application will be stored securely for the length of your membership plus two years, after which time it will be disposed of securely. If your application is unsuccessful, your complete application will be stored securely for 18 months and then disposed of securely.

Who has access to your information?

Only Kent Sport will have access to your application form.

When we process your application, we may contact your national governing body to confirm that you are competing at a standard which meets the eligibility criteria of the scheme.

If your application is successful then your name, district and sport will be shared, along with those of other FANS members, to participating leisure facilities. This allows them to check that users of their facilities are current eligible FANS members. A list of current facilities involved in the scheme and other useful information can be found at:

www.kentsport.org/fans

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

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 Commissioner's 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 Commissioner's 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.

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 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 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>