



**SPORTS
COACHING
NORTH
WEST**

Registered Address: Cockayne House, Love
Lane, Sandbach, Cheshire, England, CW11 2TS
www.sportscoachingnw.co.uk
info@sportscoachingnw.co.uk
01270 449770

Data Protection Policy

Sports Coaching North West have a Privacy and Data Protection Statement, which follows guidelines set out in the Data Protection Act 1998.

The Data Protection Act 1998

The Data Protection Act 1998 set rules for processing personal information and applies to structured paper records as well as data held on computers. With the Freedom of Information Act 2000 which came into force on 1 January 2005, the provisions of the Data Protection Act 1998 will apply to all records, including those structured other than by reference to the data subject and completely unstructured files.

Sports Coaching North West Use and Storage of Data

The Data Protection Act states that those who record and process personal information must be open about how the information is used and must follow the eight principles of 'good information handling'.

These principles state that data must be:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate
5. Not kept for longer than is necessary
6. Processed in line with your rights
7. Secure, and
8. Personal data will not be transferred outside the European Economic Area unless that country provides a adequate level of protection

By law, data controllers, including Sports Coaching North West, have to keep to these principles.

If you believe that Living Sport & Living Sport Services is not processing your personal data in accordance with these principles, please contact Sports Coaching North West.

Chris Regan, Director, at Chris@Sportscoachingnw.co.uk

How does Sports Coaching North West collect data?

There are several means by which Sports Coaching North West collects personally identifiable data, for example:

- Through a application forms
- Through an application for grant funding
- Acceptance for inclusion on a mailing list or database
- For research, surveys or monitoring purposes
- By entering into email or telephone correspondence with an employee of Sports Coaching North West
- Through obtaining information for HR records

Information is never passed to third parties.

Sports Coaching North West adopts a general policy of openness in terms of allowing individuals access to their personal information and wherever possible we aim to waive the £10 administration fee (permitted under the Data Protection Act 1998).



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If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

All efforts will be made to provide you with a response within 40 working days. In any event, you will receive all the information that has been located and can be released within 40 days and an explanation for any information that cannot be provided at that time. Make your request, in writing, to Chris Regan: Chris@Sportscoachingnw.co.uk