

UWE Move Activators/Casual Staff Privacy Notice

Introduction

This notice applies to the process given to students, staff and community members by us, the University of the West of England. We will process your data in accordance with the Data Protection Act (2018). The data controller is the University of the West of England.

Your personal information

We will process your non-sensitive and sensitive personal data that you give us, this includes the Centre for Sport and The Students' Union. This will include information about yourself including medical conditions. If you do not give us correct information, the service you receive may not be the most suitable.

Using your personal information

We will only use your personal data for the purposes of:

- Processing job applications
- Contacting and working with you via email, phone and Facebook Messenger
- Identifying if you have a medical condition that we need to be aware of to ensure your safety whilst working for us
- Monitoring, evaluating, auditing and developing our services
- Undertaking research through membership surveys and post-event questionnaires
- Where you have proactively given your written permission to have photographs taken and used in online and offline marketing materials
- Carrying out our obligations arising from any contract entered into by you and us

The legal grounds we use to process your data will include:

- your explicit consent,
- protecting you or others from serious risks of harm ,
- meeting our legal obligations, or other grounds of substantial public interest
- pursuing our legitimate interests (eg.upholding UWE regulations).

We do not use automated decision making within UWE Sport.

We will keep your data for up to 13 months from the date you left, after which it will be confidentially destroyed.

Sharing your personal information

We will only share relevant items of your information where it is necessary to fulfil the purposes listed above. Sharing will also follow professional ethical guidelines.

Recipients of your personal data will include:

- Centre for Sport and The Students' Union Sports Staff
- Coaches, Instructors and Officials for the activities you are involved with

- UWE Move Activators for the activities you are involved with
- Third Parties such as National Governing Bodies for monitoring purposes, all Third Parties will have signed a Data Processing Agreement
- in the event of an emergency, your emergency contact (if you have given us one)

We will not transfer your personal data outside the European Economic Area without your consent unless appropriate safeguards are in place.

Your rights and choices

In respect of your personal data held by us, you have the following qualified rights to:

- access it
- receive it in a structured machine readable format
- rectify it if it is not accurate or complete
- erase it, for example by removing your consent
- restrict its processing
- object to its processing
- complain to the Information Commissioner's Office (ICO)

To find out more or to exercise any of these rights please contact the Data Protection Officer.

How to contact us

- For questions about our [purpose/process/service description] services, please contact [Information Point](#).
- For data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or dataprotection@uwe.ac.uk.
- For complaints, please contact [Complaints](#)