

UK Sports Volunteering Research Network (SVRN) Privacy Policy

Revised 24th May 2018

Preservation of your privacy is important to SVRN and we are committed to letting you know how we use your personal information and to making only responsible use of your data. SVRN is committed to processing data in accordance with its responsibilities under the General Data Protection Regulations (GDPR).

1. Who we are

1.1 SVRN is a network for researchers and practitioners interested in sport and volunteers. It provides information and research seminars for and about sports volunteering. We are a loose network and invite any researchers or practitioners from academia, the public sector and importantly, from the community sector, to join the network.

2. General provisions

2.1 This policy applies to all personal data processed by SVRN.

2.2 The Responsible Person shall take responsibility for the organisation's ongoing compliance with this policy.

2.3 This policy shall be reviewed at least annually.

2.4 Individuals have the right to access their personal data and any such requests made to SVRN shall be dealt with in a timely manner. Requests should be sent to SVRN Secretary at Fiona.Reid@gcu.ac.uk.

3 Information about you

3.1 We will collect personal information from you when you join SVRN (via email to our secretary) or when you sign up for one of our events (via Eventbrite). This includes your name, organisation, and email address. We will never collect more information than we need to.

3.2 The legal basis for our storage of your personal information is legitimate interests as the network requires to facilitate interaction between appropriate colleagues.

4 Our use and storage of this information

4.1 As part of SVRN's network of researchers, practitioners and academics, we will email members to share news, updates and information about our events. These communications include an invitation to twice-yearly research seminars and emails about our events. We will only contact you in relation to sharing information amongst our network of members about SVRN and our events.

4.2 We will never pass your information onto another organisation or individual.

4.3 Your data is held on a database on a password protected computer hard drive. For those of you who book to attend our events, we will hold your data on Eventbrite, which is the platform we use to manage event bookings. We then store details of event attendees as network members for future information.

5 Amending data and unsubscribing

5.1 If you would like us to correct or update any personal information please email SVRN Secretary, Fiona.Reid@gcu.ac.uk.

5.2 You can withdraw from the network and stop receiving emails at any time. Simply contact SVRN Secretary at Fiona.Reid@gcu.ac.uk. We will then remove you from our list of members, delete all of your details, and will no longer contact you.

6 Security

6.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us. Both the database and Eventbrite, where we store our data, have privacy policies of their own and hold data securely. Access to our Eventbrite and Wordpress accounts is password protected and access to these passwords is restricted to only those SVRN volunteers who lead on the relevant area of work for the organisation.

6.2 Communications in connection with SVRN will be sent by email. For ease of use and compatibility, communications will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. Email unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

7 Data breach

7.1 In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, SVRN will promptly assess the risk to people's rights and freedoms and report this breach to the Information Commissioners Office.

8 Cookies

8.1 If cookies are used they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary.

9 Other information

9.1 Links within our sites to other websites are not covered by this privacy policy.

9.2 Date at which policy was last updated: 24th May 2018