

## Active Dorset Privacy Policy and GDPR statement

Active Dorset are committed to protecting your privacy and will only use the information we collect about you lawfully.

### **Website**

You can visit most parts of the Active Dorset (Community Interest Company), and Active Dorset (Charitable Incorporated Organisation) website without telling us who you are and without giving us any personal information. The only information we collect from a normal website visit is the name of your internet service provider (ISP), the web site that referred you to us, the browser and type of machine you are using, the pages you request and the date and time of those requests.

We collect this information on an aggregate basis only. For example, we track which pages are most and least popular. This information is used for internal purposes only and is not shared with third parties. We do not collect any other information without the visitor's knowledge and permission.

The SportSuite software has been built as a scalable platform using PHP 7 and MySQL running on Linux (Centos). SportSuite provide secure, resilient hosting and web server management, using Google Cloud Platform as their infrastructure provider. Hosting will be on scalable cloud servers and will adapt to the needs that they require. Hosting is supplied via a secure and resilient data centre located in London and compliant with all relevant UK law.

### **GDPR**

Your data will be handled in accordance with GDPR regulations, ensuring that it is stored securely and only used for its intended purpose.

#### **We collect information when you:**

- Subscribe to our newsletter
- Book onto an event through our online booking platform or via GoTo
- Apply for funding distributed by Active Dorset
- Applying for a role with Active Dorset
- Applying for a job through our HAF (Holiday and Food) programme
- Completing a survey or form through our website or Google Forms

**We respect your rights. In line with current GDPR, you have the right to:**

- Ask us to stop processing your personal data
- Ask for a copy of the information we hold about you
- Request changes to the information we hold about you if it is out of date or incorrect
- Exercise your right to be forgotten

**Under current GDPR legislation we will:**

- Be transparent about what data we hold, ensuring the data we collect is for valid reasons and not kept longer than required.
- Only use the data for the purposes that it was originally intended.
- Ensure that the minimal amount of personal data is collected and used.
- Ensure all personal data is accurate and up to date.
- Ensure your data is kept only for as long as needed.
- Process your data securely to avoid data breaches.

### **Email Marketing**

You will only receive email marketing from us if you have opted in to do so. You can opt out at any time by clicking on the unsubscribe link at the bottom of our emails.

### **Cookies**

We use cookies on this website. A cookie is a text file sent by a web server to a web browser and stored by the browser. The text file is then sent back to the server each time the browser requests a page from the server and enables our site to improve the quality of your visit. You may be able to adjust the settings on your web browser to reject cookies although this may affect the quality of your visit.

### **Links outside the site**

This site contains hypertext links to other sites. Active Dorset (Community Interest Company) and Active Dorset (Charitable Incorporated Organisation) is not responsible for the privacy practices or content of these web sites.

### **Direct Messages on Social Media**

We use the following social media channel direct messaging services: Twitter, Facebook, Instagram and LinkedIn. Any direct messages we receive via social media will not be shared with any other organisations.

### **Job applications**

When individuals apply to join the Active Dorset team, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Criminal Records Bureau we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, it will then be destroyed or deleted. If you do not wish for your data to be kept on file for 12 months, please email [info@activedorset.org](mailto:info@activedorset.org). We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has joined the Active Dorset team, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's membership. Once their employment with Active Dorset has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it.

### **My Voice and My Concern**

The Safeguarding Company is registered with the UK Information Commissioner's Office both as a Data Processor for our customers' data and as a Data Controller for their own company's data.

They have already been awarded two specific accreditations for information management, the first of which is ISO27001:2013, the latest version of this internationally recognised information security standard. ISO27001 requires them to comply with 114 individual controls covering every aspect of information management and security. They also hold the UK Government's 'Cyber Essentials Plus' certification, against which they are independently audited on an annual basis.

Depending on the information captured by My Concern and/or My Voice, we may need to share this with other third parties such as the Police, National Governing Bodies or LADO (Local Designated Officer). UK GDPR does not prevent the sharing of information for the purposes of safeguarding children, when it is necessary, proportionate and justified to do so.

There may be other times where we are legally required to share your information. These include:

- Where there is a serious risk of harm to you or to others
- Where there are concerns that an adult is at risk of or is experiencing harm or abuse
- For the prevention or detection of crime
- Where any legislative procedure requires us to share information about you

### **Courses and Events**

We collect and retain details of course attendees (name and email address) solely for the purpose of tracking completion rates and internal course evaluation purposes only. This information is managed in accordance with our Privacy Policy, ensuring that your data is handled responsibly and securely. We will not use your information for any other purposes. You have the right to request the removal of your information from our records at any time. We will remove your details after 4 months of your event unless you sign up to our communications.

### **Photography and video marketing material**

From time to time, we will capture video and image content at events to use for marketing and promotional purposes. Where necessary, consent will be captured by Active Dorset. The material could be used as part of Active Dorset's wider work which may include, but not be limited to:

- Being shared on our website
- Being shared across our social media channels
- Active Dorset Newsletters
- Used for wider marketing purposes
- Used in case studies, helping to tell the story of Active Dorset's work.

Any video and/or photographs will be stored securely by Active Dorset for 2 years before being deleted.

### **Changes to our Privacy Policy**

We reserve the right to change and update our privacy policy and these changes will be publicised on our website. We encourage you to check this occasionally to ensure you are aware of our most up to date policy.

### **Contact**

If you have any questions about our privacy policy or our treatment of your personal data, please email [info@activedorset.org](mailto:info@activedorset.org)

*Last reviewed; 10 January 2025*