



Sporting Futures Training – Privacy Policy April 2018 - GDPR

Who are we?

We are Sporting Futures Training UK Ltd of, BTC, Bessemer Drive, Stevenage , Herts SG1 2DX.

We are the controller of any personal data you provide to us or we collect about you.

Sporting Futures Training is committed to protecting your privacy. When you interact with us by phone, mail, in person or online, we sometimes receive personal information about you. This Privacy Policy, tells you about how we collect, use and store your personal information.

If you have any queries about our privacy policy, please email our Data Controller:

Jilleaton1@sportingfutures.com

Sporting Futures Training is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Sporting Futures Training may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 24/4/2018

What we collect

For recruitment purposes our Application Form requires you to give

- Name
- Job title if relevant
- Date of birth
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Medical Information

(We do not use cookies to collect this type of information.)

What we do with the information we gather?

We require this information to support the recruitment process.

For recruitment purposes, on your behalf we will retain your application forms for internal record keeping and will share this information with appropriate potential Employers and Tutors and in addition we may

- periodically send promotional emails relating to Newsletters using the email address which you have provided.

Sharing of Information

As stated, any application forms received allows for us to share the information with potential Employers and Tutors- all information will be kept confidentially by these Employers and Tutors.

Sometimes it takes time to place an Apprentice, in these cases Applicants will have information held for a period of 12 months to allow for an opportunity to secure an Apprentice placement.

For unsuccessful Applicants information will be destroyed through shredding.

Successful Apprentices will have their information held internally for monitoring purposes and this information will need to be shared with ESFA, OFSTED, Awarding Bodies to allow for the completion of the Apprenticeship program and for inspection and auditing purposes.

We will not share your personal details with anyone else unless you specifically request us to.

How long do we keep your personal information?

In accordance with ESFA and the Awarding Bodies we will keep your information for a period of 7 years from the date of the Apprenticeship as an accurate record for ESFA /OFSTED/Awarding Body requirements

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect by phone, mail, in person or online.

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

Contact Details for any concerns raised below:

Jilleaton1@sportingfutures.com

- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) 2018. Details shown above.
- If you believe that any information we are holding on you is incorrect or incomplete, you have the right to amend that under the General Data Protection Regulation (GDPR) 2018 . Details shown above
- Right of Access - You may ask us at any time for information about any personal data we hold about you.
- Right to Erasure - You can ask us to erase your personal data. We will not erase your personal data if it is still required for the purpose for which it was collected or if we are legally obliged to continue processing your personal data. It is important to note if you exercise this right we will keep a copy or a record of your request as it is our legitimate interest to show that you have exercised this right.
- Right to complain to the Supervisory Authority - The Supervisory Authority in the UK is the Information Commissioner's Office (ICO) and you can complain to them if you are not happy with any aspects in relation to us processing your personal data. Their website is www.ico.org.uk

We pride ourselves on our transparency, should you have any issues please do not hesitate to contact us in order that we may try and resolve any issue you may have.

**Sporting Futures Training
Business Technology Centre
Bessemer Drive
Stevenage
Herts**

**Telephone: 01438 791068
Email: Admin@sportingfutures.co.uk
Company Registration Number 9050801**