

INTRODUCTION

Our participating students, staff, clubs, customers and partners are extremely important to us, and this policy explains how (and for what reason) Sport Liverpool and the wider [University of Liverpool](#) collects, stores, manages and generally makes use of your personal data, that is any information that relates to you. We aim to be clear when we collect your personal data as to what we intend to do with it and only use it in a way you would reasonably expect.

This policy describes how we collect and use your personal data in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation.

WHO WE ARE AND WHAT WE DO?

Sport Liverpool is the University's department responsible for providing sport and fitness related services to students and staff, managing and developing University sports facilities and the 'Athletic Union' which represents a federation of 50+ student-led sports clubs. We aim to inspire a healthier campus community by engaging students and staff through lifestyle education and excellent provision for sport and physical activity. Working with other University departments and external agencies, we aim to have the most active campus in England by 2026.

Who will own my data once I submit it?

Sport Liverpool – Part of the University of Liverpool.

Why do you need my information?

We require your data for the following reasons:

- To provide you with the services, products and/or information you have requested e.g. membership or facility booking. Operational updates on the club, your activity or activities linked to your membership. This processing is necessary to meet our contractual obligations to you.
- To send you marketing or other types of communication by email, e.g. information about new products, services, or promotions. We do this only where you have specifically indicated that you consent to receive such communications by ticking a box. You can withdraw this consent at any time by contacting us at sfc@liverpool.ac.uk. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent. We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

What allows you to use my information?

We ask your consent to use your information and you have the right to withdraw your consent at any time, by contacting sfc@liverpool.ac.uk.

Who will my information be shared with?

We may share your data with companies who provide services to us. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions. Where we share your data with a third party, we will seek to share the minimum amount necessary.

Our 3rd party service providers are:

Verifone - Card payment transactions
Delta – Sport Liverpool Management Information System
Innovatise - Digital wellness app

AU Clubs

Athletic Union sports clubs are led by elected student officers and operate under the guidance of Sport Liverpool. Clubs are helped by Sport Liverpool with their GDPR responsibilities in collecting member information to assist with communicating their activities.

Do I have to provide this information and what will happen if I do not?

This processing of personal data is necessary to meet our contractual obligations to you. Without this information we will not be able to provide you with information on our services and the ability for you to book facilities online. We will not be able to provide you with operational updates on activities linked to your membership, and access to promotions.

Please contact sfc@liverpool.ac.uk if you want to opt out.

How long will you keep this data for and why?

We will only retain your data for as long as we need it to fulfil our purposes, including relating to legal, accounting or reporting requirements. Our data retention policy is as follows:

How will my information be stored?

We store and use your data in line with GDPR in both a manual and electronic form. A paper copy of your membership form is stored securely on site. Electronic data is stored on our secure servers in the UK.

Will this information be used to take automated decisions about me?

No.

Will my data be transferred abroad and why?

If you are opted into our 3rd Party Wellbeats package. Your data (Your email address) is stored in the USA and can be accessed or deleted by contacting the University.

What rights do I have when it comes to my data?

Under the General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [your rights under the GDPR](#), please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer

- Email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the University's Data Protection Team by writing to:-

- Dan Howarth, Data Protection Officer
- By email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner's Office using the following details:

- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45
- Website: www.ico.org.uk