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University of Wolverhampton

Faculty of Education, Health and Wellbeing

Institute of Sport

Privacy Notice

Who we are

The University of Wolverhampton (‘we’ or ’us’) are a ‘Data Controller’ for the purposes of the Data Protection Legislation (including the Data Protection Act 1998 and the General Data Protection Regulation) and we are responsible for, and control the processing of, your personal information.

Your Privacy

We are committed to protecting your privacy, therefore, this notice explains how the University of Wolverhampton’s Institute of Sport collect and process your personal information.

Information We Collect

We obtain personal information about you from the following sources:

1. Information provided by you:
	1. You provided personal information upon registration with WLV Sport, whether, online or in person;
	2. You provided your personal information through one of our websites, i.e. as part of competitions, volunteering or other events;
	3. You completed and/or returned surveys or response/feedback forms by mail and via electronic means;
	4. You registered to attend an event;
	5. You registered an interest to volunteer at any future events;

Personal information we collect about you may include “special categories” data, such as information about your racial or ethnic origin, religious or other beliefs, physical or mental health and criminal offences/proceedings. “Special categories” data would only be processed where you have provided it yourself (with your consent), for example during discussions with any of our representatives or where such is recorded for the purposes of assessing accessibility requirements arising as a result of a disability, or where this information has already been made public or processing is required by law.

The University of Wolverhampton uses cookies to improve the content and experience of its website users, but rest assured that these do not allow for us to identify you personally. More information on how to manage cookies can be found [here](https://www.wlv.ac.uk/about-us/governance/legal-information/cookies/).

How We Use Your Data

We collect your data to enable you to be a member of WLV Sport or to offer you the opportunities to participate in events, social sport, volunteering and other initiatives and activities organised and managed by the WLV Sport Team. We collect personal information to enable us to deliver these services and to better understand our customers so that we can better meet your needs and improve our services.

We may process your personal information for the following purposes:

1. Administrative purposes:
	1. to verify your identify/account and provide you with a personalised experience upon your registration with the University of Wolverhampton;
	2. for event registration;
	3. to process and organise any volunteering activities you have agreed to undertake/shown an interest in undertaking;
	4. to keep a record of communications between us.
2. Communications

We may, from time to time, contact you by email, post or telephone to pursue the purposes mentioned above and in particular for the following reasons:

* 1. To keep you up to date with events and activities at WLV Sport;
	2. To share news and achievements of the University of Wolverhampton’s teams, individual achievements, other information and forthcoming events;
	3. Invite you to events, which may be of interest to you;
	4. Invite you to volunteer at the University, including mentoring schemes and career advice; or
	5. To keep you up to date with other relevant information, which we think may be of interest to you.

If you would like to opt-out of the above Communications, please let us know. See ‘How to Contact Us’ below for further information.

 Retention

We may retain your personal information for a period of 3 years or as long as necessary and in line with our statutory/regulatory obligations where appropriate.

If you wish to request for any of your records to be removed from database, or would like to opt-out of any or all communications from the University of Wolverhampton, please see ‘How to Contact Us’ and ‘Rights of Data Subjects’ below for further information.

Rights of Data Subjects

1. Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or all of it, please visit the University of Wolverhampton Data Protection web pages available [here](https://www.wlv.ac.uk/about-us/governance/legal-information/corporate-compliance/data-protection/data-protection-subject-access/).

1. Right to correct mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do so, please write to us (see ‘Contact Us’ below) and provide us with enough information to identify you, as well as, inform us of the information that is incorrect and what it should be replaced with.

1. Right to ask us to stop contacting you with direct marketing

If you would like to amend your mailing subscriptions or unsubscribe from the University of Wolverhampton Alumni Association (WLV Alumni Association) you can do so by emailing alumni@wlv.ac.uk.

Lawful basis for processing

The University may rely on one or multiple grounds for processing your personal data including:

1. You have provided consent for the processing;
2. There is a contractual commitment to provide the services and, therefore, processing is necessary to meet those contractual obligations;
3. The information is available to the public at large; and/or
4. The processing is necessary for the purposes of legitimate interests of the University or other third parties and does not affect the fundamental rights and freedoms of the individuals concerned.

How to Contact Us

Should you have any queries, suggestions or issues please do not hesitate to contact the University of Wolverhampton, Institute of Sport on [01902 518751], peter.connelly@wlv.ac.uk or you can write to us at the following address:

Peter Connelly

Faculty of Education, Health and Wellbeing

Institute of Sport

Gorway Road

Walsall

WS1 3BD

West Midlands

UK

If you have any concerns or believe that your personal information is being handled in a manner which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton’s Data Protection Officer via dataprotection@wlv.ac.uk or complain to the ICO via [www.ico.org](http://www.ico.org).

Revisions to the Privacy Policy

We may revise this privacy policy at any time in response to changes in the law or other factors. We encourage you to periodically visit this page to review the most current policy, or obtain a copy by contacting us directly.