Privacy Policy

Approval date: October 2026 **Approved by: Board of Trustees**

Review date: October 2027

1. Introduction

North Somerset Sports Foundation ("NSSF", "we", "our" or "us") is committed to protecting your privacy and handling your personal information responsibly.

This Privacy Policy explains how we collect, use, store and protect your personal information when you visit our website(s); register for one of our programmes, activities or events; apply for football trials or development programmes; become a member of The Gym Lab; make an enquiry; volunteer or work with us; or donate or support our work.

We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation. By using our website or providing your information, you acknowledge that you have read this Privacy Policy.

2. Who We Are

North Somerset Sports Foundation is a registered charity delivering sport, health, education and wellbeing programmes across North Somerset and the surrounding area.

Our programmes include community sport, football development, Regional Talent Centre activities, football trials, education programmes, health and wellbeing programmes, rehabilitation programmes, community gym memberships, events and fundraising activities.

3. Information We Collect

The information we collect depends on the programme or service you access.

Personal Information

We may collect first name(s), surname, date of birth, age group, gender where relevant, school, school year, home address, postcode, parent or guardian details, email address and telephone numbers.

For football programmes we may also collect local football club, previous academy or football experience, playing position, future football ambitions and trial category.

Emergency Contact Information

To help keep participants safe, we may collect emergency contact names, relationship to the participant and telephone numbers.

Health Information

For many of our programmes, particularly those involving physical activity, we may ask for health information including allergies, medical conditions, disabilities, medication and other information necessary to ensure participant safety.

Health information is Special Category Personal Data. We only collect it where necessary to safeguard participants, deliver activities safely, respond appropriately in an emergency, meet legal obligations, protect vita interests or, where required, with explicit consent.

Equality and Diversity Monitoring Information

Where appropriate, we may invite participants or their parent or guardian to provide optional equality and demographic information, including racial or ethnic origin, disability or health information, gender and geographic information such as postcode.

We collect this information to understand who our programmes are reaching, identify and keep under review equality of opportunity or treatment between groups, identify barriers to participation, promote and maintain equal access to our activities, and support anonymised or aggregated monitoring, impact and funding reporting.

Providing optional equality monitoring information will not affect a person's eligibility for or participation in our programmes. We will collect only information that is necessary and proportionate for these purposes and, wherever possible, use anonymised or aggregated information for reporting.

Racial or ethnic origin and health information are Special Category Personal Data under UK GDPR and receive additional protection.

4. How We Collect Information

We collect information when you complete an online form, register for one of our programmes, book a class or activity, purchase a membership, apply for a football trial, contact us, make a donation, visit our website, subscribe to newsletters or attend one of our events.

5. How We Use Your Information

We use information to register participants; deliver coaching and education services; manage memberships, activities and attendance; communicate with parents and participants; respond to enquiries; support safeguarding and safe delivery; monitor participant development and progression; improve our services; process payments; and comply with legal obligations.

We may also use equality and demographic information to monitor the reach and accessibility of our programmes, identify potential inequalities or barriers to participation, promote and maintain equality of opportunity, and support funding and impact reporting. Equality monitoring information will normally be reported externally only in anonymised or aggregated form.

6. Our Lawful Basis for Processing

Under Article 6 UK GDPR, we rely on one or more lawful bases depending on the purpose of the processing, including performance of a contract, legal obligation, legitimate interests, consent and vital interests.

Special Category Personal Data

Where we process Special Category Personal Data, we also identify an appropriate condition under Article 9 UK GDPR. Depending on the purpose, this may include explicit consent; vital interests; reasons of substantial public interest; or another condition permitted by law.

For equality monitoring involving racial or ethnic origin, where the legal requirements are met, NSSF may rely on Article 9(2)(g) UK GDPR (substantial public interest) together with Schedule 1, Part 2, paragraph 8 of the Data Protection Act 2018 (equality of opportunity or treatment). This processing is undertaken only where necessary and proportionate to identify or keep under review equality of opportunity or treatment with a view to promoting or maintaining equality.

Where NSSF relies on a Schedule 1 substantial public interest condition, we will maintain the required Appropriate Policy Document describing the relevant processing, our compliance with the data protection principles and our retention and deletion arrangements.

7. Sharing Your Information

We do not sell personal information. We may share information where necessary with coaches and programme staff, NSSF employees, healthcare professionals or emergency services, schools where appropriate, governing bodies of sport where required, funding organisations where information is anonymised or where sharing is required by a funding agreement, payment and IT providers, professional advisers, regulators and law enforcement agencies where legally required.

Special Category Personal Data collected for equality monitoring will not ordinarily be shared in identifiable form with funders, partners or other external organisations. Where equality monitoring results are reported externally, they will normally be anonymised or aggregated to reduce the risk of individuals being identified.

8. Children's Privacy

Many of our services are designed for children and young people. Where participants are under 18, personal information is normally provided by a parent or legal guardian.

When collecting information about children, we take particular care to ensure that the information requested is relevant and proportionate. Optional equality monitoring information will be clearly identified as optional and willnot affect a child's access to or participation in our programmes.

Medical information is collected for safeguarding, health and safety and safe delivery purposes. Emergency contact information will only be used where reasonably necessary.

9. Cookies

Our website uses cookies to remember preferences, improve website functionality, measure website performance, analyse visitor behaviour and improve user experience. You can manage cookie preferences through your browser settings.

10. Data Security

We take appropriate technical and organisational measures to protect personal information, including secure password-protected systems, restricted staff access, encryption where appropriate, secure cloud storage, regular software updates, staff training and confidentiality procedures.

Access to Special Category Personal Data, including identifiable equality monitoring information, will be restricted to staff who need access for an authorised purpose.

11. Data Retention

We keep personal information only for as long as necessary. Retention periods depend on the type of programme, legal requirements, safeguarding obligations, funding requirements and financial regulations. When information is no longer required, it will be securely deleted or anonymised.

Special Category Personal Data collected for equality monitoring will be reviewed regularly and retained only for as long as it is necessary for the monitoring purpose. Where identifiable information is no longer required, it will be deleted or anonymised.

12. Your Rights

Under UK GDPR you may have rights to access your personal information, request correction, request erasure where appropriate, restrict or object to processing, request data portability where applicable, withdraw consent where consent is relied upon, and complain to the Information Commissioner's Office (ICO).

13. Third-Party Websites

Our website may contain links to third-party websites. We are not responsible for their privacy practices and encourage you to read their privacy policies.

14. International Transfers

Where personal information is transferred outside the UK, we will ensure appropriate safeguards are in place in accordance with UK GDPR.

15. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. Updates will be published together with a revised last-updated date.

16. Contact Us

If you have questions about this Privacy Policy or how we use your information, please contact:

North Somerset Sports Foundation
The Hand Stadium
Davis Lane
Clevedon
North Somerset
BS21 6TG

Email: development@nssportsfoundation.co.uk

Telephone: 01275 867788

17. Complaints

If you are unhappy with how we have handled your personal information, please contact us first so that we have the opportunity to resolve your concerns. You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent authority for data protection.

Governance note:

Where NSSF relies on Article 9(2)(g) and Schedule 1 of the Data Protection Act 2018, an Appropriate Policy Document should be approved and retained alongside this Privacy Policy