SARACENS FOUNDATION GDPR POLICY

Participant & Partner Privacy Statement

This statement explains how Saracens Foundation handles personal information about participants, parents/carers and representatives of partner organisations.

1. Who this statement applies to

This statement applies to participants and prospective participants in Foundation activities, parents, carers and guardians, and individuals who work for or represent partner organisations.

2. What information we may hold

Depending on the programme or relationship, we may hold names, dates of birth, contact and emergency contact details, school or organisation information, attendance and participation information, referral information, monitoring and feedback information and information needed to support safe participation. Some programmes may require more sensitive information, such as health, disability or ethnicity information. We only use such information where necessary and where we have an appropriate legal basis.

3. How we receive information

Information may be provided directly by participants, parents/carers or partner contacts. We may also receive information from schools, local authorities, charities, referral organisations, funders, delivery partners, healthcare or support organisations and others involved in supporting participants.

4. Why we use information

We may use personal information to register and administer participation; deliver programmes safely; understand individual needs; communicate with participants, parents/carers and partners; manage referrals and partnerships; monitor attendance and outcomes; evaluate and improve our work; meet safeguarding responsibilities; meet legal, contractual or funding requirements; and demonstrate the reach and impact of our charitable activities. Where possible, reporting and evaluation information will be anonymised or aggregated where identification is unnecessary.

5. Our legal basis

We only process personal information where we have an appropriate lawful basis under UK data protection law. Depending on the circumstances this may include consent, performance of a contract, legal obligation, vital interests, public task where applicable, or legitimate interests. Where special category information is used, an additional legal condition will also be identified.

6. Children, vulnerable participants and safeguarding

We take particular care with information about children, young people and adults who may be vulnerable. Data protection law does not prevent appropriate information sharing for safeguarding purposes. Where there is a concern about an individual's safety or welfare, relevant information may be shared with appropriate organisations or authorities where necessary and lawful.

7. Who we may share information with

Where necessary and lawful, information may be shared with schools, local authorities and statutory bodies, safeguarding agencies, charities and referral partners, delivery partners, funders or commissioners, professional advisers and service providers, and other organisations where sharing is necessary to protect an individual, comply with the law or deliver an agreed service. We aim to share only the minimum information necessary.

8. How we protect information

We use reasonable organisational and technical measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure. Access is restricted to people who need the information for an authorised purpose. Appropriate data-protection arrangements are used with external organisations processing information on our behalf where required.

9. How long we keep information

We retain personal information only for as long as required for the purpose for which it was collected and to meet relevant legal, safeguarding, contractual, funding and operational requirements. When information is no longer required, it will be securely deleted, destroyed or anonymised in accordance with our retention arrangements.

10. Your rights

Depending on the circumstances, you may have rights to access your personal information, correct inaccurate information, request deletion or restriction in certain circumstances, object to certain processing, request data portability where applicable, and withdraw consent where consent is the legal basis relied upon. These rights are subject to applicable legal requirements and exemptions.

11. Contacting us

If you have questions about how Saracens Foundation uses personal information, wish to exercise a data-protection right or have a concern, please contact:

Saracens Foundation
StoneX Stadium
Greenlands Lane
Hendon
London
NW4 1RL

Data protection contact: Richard Symonds, Head of Foundation
Email: richardsymonds@saracens.net

If you remain unhappy with how your information has been handled, you also have the right to raise a concern with the Information Commissioner's Office (ICO), the UK's data protection regulator.

12. Changes to this statement

We may update this statement where our activities, information-handling practices or legal requirements change. The current version will be made available to participants, parents/carers and partner organisations as appropriate.