
BISFed Privacy Notice: Athletes and Volunteers

This privacy notice describes how BISFed collects and processes personal information about you, how we use and protect this information, and your rights in relation to this information.

This privacy notice applies to all personal information we collect or process about you. Personal information is information, or a combination of pieces of information that could reasonably allow you to be identified.

1. Personal information we use

We will collect personal information about you from a variety of sources, including information we collect from you directly (e.g. when you enter a BISFed-sanctioned competition), and information we collect about you from other sources, including commercially available sources, such as public databases (where permitted by law).

1.1 Information we collect directly from you

The categories of information that we may collect directly from you include the following:

- (a) personal details (e.g. name, date of birth);
- (b) contact details (e.g. phone number, email address, postal address or mobile number, passport number);
- (c) other i.e. your Paralympic classification

2. HOW WE USE YOUR PERSONAL INFORMATION AND THE BASIS ON WHICH WE USE IT

Where we collect personal information about your health (including your Paralympic classification) we will obtain your **explicit consent**. You have the right to withdraw or revoke your consent at any time.

We may use your personal information for the following purposes:

- Identification and authentication: we use your identification information to verify your identity when you access and use our services. It is in our legitimate business interests to use the information provided to us for this purpose, so we can ensure the correct individuals have access to our services.
- Operating the services: we process your personal information to provide the services you have requested. It is in our legitimate business interests to use the information provided to us for this purpose, so we can provide you with the appropriate support.
- Improving our services: we analyse information about how you use our services to provide an improved experience to our athletes. It is in our legitimate business interests to use the information provided to us for this purpose, so we can understand any issues with our services to improve it.

- Communicating with you: we may use any of the categories of your personal information when we communicate with you, for example if you contact us with questions. It is in our legitimate interests that we are able to provide you with appropriate responses and provide you with information about our services.
- Exercising our rights: we may use any of the categories of your personal information to exercise our legal rights where it is necessary to do so, for example to detect, prevent and respond to fraud claims, intellectual property infringement claims or violations of law or the contract.

3. Your rights over your personal information

You have certain rights regarding your personal information, subject to local law. These include the following rights to:

- access your personal information;
- rectify the information we hold about you;
- erase your personal information;
- restrict our use of your personal information;
- object to our use of your personal information;
- receive your personal information in a usable electronic format and transmit it to a third party (right to data portability); and
- lodge a complaint with your local data protection authority.

We encourage you to contact us to update or correct your information if it changes or if the personal information we hold about you is inaccurate.

Please note that we will likely require additional information from you in order to honour your requests.

If you would like to discuss or exercise such rights, please contact us at the details below.

4. INFORMATION SHARING

We may share your personal information with third parties under the following circumstances:

- Service providers and business partners. We may share your personal information with our service providers and business partners that perform business operations for us. For example, we are required to provide athlete biographies as a condition of participating in the Paralympic Games.

- Law enforcement agency, court, regulator, government authority or other third party. We may share your personal information with these parties where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party.

5. INFORMATION SECURITY AND STORAGE

We implement technical and organisational measures to ensure a level of security appropriate to the risk to the personal information we process. These measures are aimed at ensuring the on-going integrity and confidentiality of personal information. We evaluate these measures on a regular basis to ensure the data is as secure as reasonably possible.

We will keep your personal information for as long as we have a relationship with you. When deciding how long to keep your personal information after our relationship with you has ended, we take into account our legal obligations and regulators' expectations. We may also retain records to investigate or defend potential legal claims.

We will retain your personal information in accordance with our data retention policy which sets out data retention periods required or permitted by applicable law.

6. CONTACT US

BISFed is the controller responsible for the personal information we collect and process.

If you have questions or concerns regarding the way in which your personal information has been used, please contact admin@bisfed.com

We are committed to working with you to obtain a fair resolution of any complaint or concern about privacy. If, however, you believe that we have not been able to assist with your complaint or concern, you have the right to make a complaint to the Information Commissioner's Office using their website www.ico.org.uk.

7. CHANGES TO THE POLICY

You may request a copy of this privacy notice from us using the contact details set out above. We may modify or update this privacy notice from time to time. You will be able to see when we last updated the privacy notice because we will include a revision date. Changes and additions to this privacy notice are effective from the date on which they are posted. Please review this privacy notice from time to time to check whether we have made any changes to the way in which we use your personal information.

24TH MAY 2018