

## **Sport and Beyond Limited – Privacy Policy**

### **Website Collection of Information**

As a visitor, you do not have to submit any personal information in order to use the website. The Site collects only personally identifiable information that is specifically and voluntarily provided by visitors. Such information may consist of, but is not limited to, your name and email address. This can be in order to request specific materials or information by submitting an online form.

The information required is necessary to enable Sport and Beyond to deal with your enquiry, but additional information may be requested to help us to provide the most appropriate response. If such additional information is requested, it is highlighted, and its provision is voluntary.

The legal basis for our processing of information in this instance is: you give consent to the processing - article 6(1)(a) GDPR; the processing is necessary for the purposes of legitimate interests pursued by us in providing our services - article 6(1)(f) GDPR.

We shall not pass on any information supplied by you to third parties to use for direct advertising or promotional purposes.

Any information we collect from you via the website, will only be made available to, or used by, members of Sport and Beyond, or any entity carrying out functions on behalf of Sport and Beyond for:

- the purpose of enabling Sport and Beyond to provide products, services or information to you in accordance with your requests or reasonable expectations;
- the purpose of enabling Sport and Beyond to ascertain whether or not it has other services or products which may foreseeably meet your needs, and to notify you about these.

You should note that information we collect from you may be disclosed to third parties if that disclosure is required or authorised by law.

### **Processing of Information for Clients**

Where you become a client, we process relevant information to enable us to carry out our services appropriately. The legal basis for this is that: the processing is necessary for the performance of a contract into which we have entered – article 6(1)(b) GDPR; the processing is necessary for the purpose of legitimate interests pursued by us in providing our services – article 6(1)(f) GDPR. We do not collect sensitive personal information.

We use two subprocessors: Thomas International, whose behavioural profiles we use when appropriate (and with your consent); and Microsoft, whose Office 365 system we use to process information. Thomas International's Privacy Policy can be found [here](#), and Microsoft's Trust Centre provides information on security, compliance, data and trust issues here <https://www.microsoft.com/en-us/trust-center/>

The data that we process in relation to you is stored either in the EEA or protected by laws of a non-EEA country with equivalent data protection regulation.

## **Retention of information**

We keep the personal information that you give to us throughout the time during which we provide our services to you or the person that you work for, and for a reasonable period after the provision of services end, after which we will delete it or archive it (if there is an appropriate reason to maintain an archive copy of it for future reference).

## **Security of information**

Generally accepted standards of technology and operational security have been implemented to protect personal information from loss, misuse, alteration or destruction. All members of Sport and Beyond are required to keep personal information confidential and only authorised persons have access to such information. However, due to the inherent open nature of the Internet, we cannot guarantee that communications between you and us or information stored on the Site or our systems, will be completely free from unauthorised access by third parties such as hackers and your use of the site demonstrates your assumption of this risk. Unfortunately the transmission of information via the internet is not completely secure. So although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website.

## **Your rights**

Under data protection laws you have certain rights. Your rights depend on our reason for processing your personal information: you may request access to the personal data concerned; you may request that incorrect personal data that we are processing be rectified; in certain circumstances you may be entitled to request that we erase the personal data concerned; where we are processing personal data relating to you on the basis of your prior consent to that processing, you may withdraw your consent at any time, after which we shall stop the processing concerned. If you have a complaint about any processing of your personal data being conducted by us, you can contact us or lodge a formal complaint with the Information Commissioner.

## **Date of this Policy**

This policy was last updated in January 2021