#### Sport NI General Data protection regulation

#### Purpose and lawful basis for processingSport NI's purpose for processing this information is to facilitate this programme.The lawful basis we rely on to process your personal data is article 6(1) (e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks as a regulator.

#### What we needWhen applicants express an interest for the Sport NI Female Leadership Programme , they submit their information via an online application.Why we need the informationAny personal information given in the application, is used only to review the application and the ongoing administration and management of any participation in the programme.How long will we keep your information?Your information will be held electronically by Sport NI for 3

#### years.

#### What are your rights?As we process personal data in applications in our capacity as a regulator, you have the right to object to our processing of your personal data. There are legitimate reasons why we may refuse your objection, which depend on why we are processing it.Further information on your rights can be found on the [ICO website](https://ico.org.uk/global/privacy-notice/your-data-protection-rights/)Do we use any data processors?No - we do not use any processors for the above.

Disclaimers & Privacy Notice

**Applicants must note the following:**

* Information on applications is stored on computer and in accordance with the Data Protection Act such information is confidential.
* Any approach, be it direct or indirect, by an applicant, its officers, servants, contractors, personal or professional representatives, or advisers made to members of Sport NI or the Board which, in the view of the Board or their advisers, constitutes an attempt in any way to influence the outcome of an application will, at the absolute discretion of the Council, render the application ineligible for further consideration.

Please read carefully.
It will be a condition of the application to Sport NI that the applicant has read, understood and accepted the following:

* Sport NI's policies on programmes are subject to change from time to time, including variations required to comply with Government Directions on the distribution of funds. Sport NI reserves the right to amend, supplement and/or discontinue at its absolute discretion, for whatever reason, any or all of the policies, criteria and application procedures set out in its publications.

All applications are made entirely at the applicant's sole risk; Sport NI shall not be liable to any applicant or any other party in respect of loss, damage or costs of any nature arising directly or indirectly from:

* + the application or the subject matter of the application or any part thereof;
	+ the rejection for any reason of any application or any matter arising there from;
	+ and/or any delay in processing any application howsoever arising.
* All decisions as to the acceptance or rejection of applications are at Sport NI's sole discretion.
* Sport NI has used its best endeavours to provide clear and helpful guidance for potential applicants. Sport NI, its servants and agents shall not, however, at any time in any circumstances be held responsible or liable in relation to any matter whatsoever or whosoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

**Rise female leadership programme**

Sport NI is committed to building trust and confidence in our ability to keep your information secure and our Privacy Notice explains how we do this. You can view Sport NI's Privacy Notice on our website [www.sportni.net](http://www.sportni.net/).

**Data Controller Name**: Sport NI

**Address**: House of Sport, 2a Upper Malone Road, Belfast, BT9 5LA

**Telephone**: 028 9038 1222

**Data Protection Officer**: Andrew Palmer

**Email**: andrewpalmer@sportni.net

**Why are you processing my personal information?**

The information is processed for the purposes of making application decisions on Raise Sport NI female leadership programme. This information will be used to make decisions, reduce risk of duplicate funding and fraud, have greater accountability, greater transparency and to provide a reporting and analysis tool.

**What categories of personal data are you processing?**

Categories of information processed include:

* Name;
* Address;
* Phone Number;
* Email address;

We also process special category data classes of information that may include:

* Race;
* Ethnic Origin;
* Politics;
* Religion;
* Trade union membership;
* Genetics;
* Biometrics (where used for ID purposes);
* Health;
* Sex life; or
* Sexual orientation.

#### Where do you get my personal data from?The application forms submitted as part of this programme which is then stored electronically on Sport NI systems.

#### Retention of RecordsWe will ensure compliance with GDPR and DPA by ensuring that effective management of records, from when they are created, how they are stored and used, through to their disposal or archival is in place. Records are held in line with Sport NI's Retention and Disposal policy which is from 3-7 years depending on the project.How do I complain if I am not happy?If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact Sport NI's Data Protection Officer at the details above.If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):Information Commissioner's OfficeWycliffe HouseWater LaneWilmslowCheshireSK9 5AFTel: 0303 123 1113casework@ico.org.ukChanges to this Privacy NoticeWe keep this privacy notice under regular review. Check this notice to make sure you are aware of what information we collect, how we use it and the circumstances we may share it with other organisations. This privacy notice was last updated in October 2018.ConsentBy ticking the below box, you are allowing Sport NI to share the information outlined in your Rise female leadership applicationwith other bodies

#### Privacy Check Box

#### For further information please refer to the [Sport NI Privacy Notice](http://www.sportni.net/about-us/foi/privacy-notice/)