

SECTION 4.SPORT NORTHERN IRELAND STATEMENT

Your School Your Club Privacy Notice

Sport Northern Ireland 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 Northern Ireland's Privacy Notice on our website (About Us-Access to Information-Privacy Notice).

Data Controller Name: Sport Northern Ireland

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

Telephone: 028 9038 1222

Data Protection Officer: Colm Jennings

Telephone: 028 9038 1222

Email: colmjennings@sportni.net

Why are you processing my personal information?

The information is processed for the purposes of making funding decisions for the Your School your Club 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;
- Fax Number; and
- 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 submitted as part of this programme which is then stored electronically on Sport Northern Ireland systems.

Do you share my personal data with anyone else?

Your personal data is shared with the internal site of the Government Funding Database for the purposes of conducting Financial System and Controls

Your core information is also available on the public site of the Government Funding Database which is visible for all to see. The categories of data include Name, Address, Phone Number, Fax Number, Email address. These details are normally pertaining to a representative of your organisation however they could also be personal details.

Retention of Records

We 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 Northern Ireland's Retention and Disposal policy which is from 8-21 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 Northern Ireland'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 Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

Changes to this Privacy Notice

We 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.

SPORT NORTHERN IRELAND DISCLAIMERS

Applicants must note the following:

- The Government's financial directions to Sport Northern Ireland require us to obtain, from award applicants, whatever information may be necessary to safeguard government funds, and to carry out random validation checks. You should therefore ensure the details you provide are correct.
- Any misleading statements (whether deliberate or accidental) given at any stage during the application process will render the application invalid, and you will be liable to return any money already paid out as an award.
- All cases of suspected fraud involving government funds will be reported to the police.
- 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 Northern Ireland 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 is a condition of the submission to Sport Northern Ireland that the applicant has read, understood, and accepted the following:

1. Sport Northern Ireland's policies on funding are subject to change from time to time, including variations required to comply with Government Directions on the distribution of funds. Sport Northern Ireland reserves the right to amend, supplement and/or discontinue at its absolute discretion, for whatever reason, any or all the policies, criteria and application procedures set out in its publications.
2. All applications are made entirely at the applicant's sole risk; Sport Northern Ireland 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:
 - a) the application or the subject matter of the application or any part thereof;
 - b) the rejection for any reason of any application or any matter arising there from; and/or
 - c) any delay in processing any application howsoever arising.
3. All decisions as to the acceptance or rejection of applications are at Sport Northern Ireland's sole discretion.
4. Sport Northern Ireland has used its best endeavours to provide clear and helpful guidance for potential applicants. Sport Northern Ireland, 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.

Applicants Statement

We certify that we have read the guidelines applicable to the Expression of Interest form and comply fully.

We certify, on behalf of the applicant, that all the information provided in this Expression of Interest, and all information given in any documentation submitted in support is truthful and accurate.

We hereby further certify that we have made full and complete disclosure of all the relevant facts relating to the Expression of Interest or its subject matter whether supportive or otherwise. We undertake to inform Sport Northern Ireland fully and immediately in writing of any material amendments or changes in the circumstances to the Expression of Interest or any part of the subject matter which may in any way affect the Expression of Interest whensoever and howsoever arising.

We acknowledge and accept disclaimers 1-4.

We hereby undertake that from the date of any award, no-one will be denied access to the project in respect of which an award has been paid whether in full or in part, on the grounds of religious belief, political opinion, racial group, age, marital status or sexual orientation, gender, disability, and persons with dependants without just reasonable and proper cause.

Thank you for completing this Expression of Interest form and providing the supporting information and documentation requested. Sport Northern Ireland will contact you if any further information is required.

You should photocopy the completed Expression of Interest Form and supporting information for your own records.