

## Data Privacy Notice - Reading Sports Aid Fund

### General Data Protection Regulation

The General Data Protection Regulation (GDPR) came into force in May 2018. Reading Borough Council is required to inform you of the personal data it holds, its reason for holding this data, the length of time it will store this data, and who the data is shared with. Personal data is any data which enables a person to be identified.

### Personal Data Held

Reading Borough Council provides administration for the Reading Sports Aid Fund, an independent body which awards small financial grants to promising athletes and free access to training facilities to national-level athletes. To apply to either of these schemes you are asked to submit an application form hosted on the RBC website including the following personal data:

- Name, address, phone number, email address, date of birth, school/occupation

Examples of other personal data that you might include on the application form include:

- Gender
- Family circumstances
- Medical conditions / health
- Parent/Carer contact details

If you are successful in applying for financial assistance you will be asked to provide your bank details, in order to arrange a bank transfer of the Award.

### Reason for holding Personal Data

The data is required for the purpose of considering your application and then communicating the outcome to you. You are asked to give consent to the use and sharing of your data when applying to the schemes.

You can withdraw consent for us to use your information at any time and ask for your personal information to be deleted. If we have shared your personal information with others, we will do what we can to make sure those using your personal information comply with your request.

### Sharing of Personal Data

Your personal data will be included in hard copy agendas circulated to the six Sports Aid Fund Trustees, in order for them to consider your application for financial support or free access to training facilities. The Trustees are aware of data confidentiality and the purpose for which the data has been shared with them. At the end of meetings they hand in their hard copies of agendas to the Secretary for confidential shredding.

If you are successful in applying for free access to training facilities your name and date of birth will be shared with the management of those facilities, in order that they can confirm your identity on your first visit to register at their facility.

### Storage of Personal Data

Hard copy documents including personal data are stored in cupboards in a non-public area of Reading Borough Council's Civic Offices until the meeting takes place. A Card entry system is used to gain access to the office area. After the Trustees have met to consider the applications hard copies are disposed of in confidential waste.

Electronic Data is stored on secure encrypted laptops and systems. If your application is unsuccessful your personal data will not be retained, except for your name which is recorded in the minutes of the meeting where your application was considered. For successful applications your personal data will be retained for a maximum period of two years, except for your name which is recorded in the minutes of the meeting where your application was considered. Meeting minutes are retained indefinitely, but are not published or circulated outside of the Trustees.

### Access to Personal Data

Subject access requests can be made via the following link: [www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)

### Contacts

Please contact Simon Hill, Secretary to the Reading Sports Aid Fund, if you have any queries regarding the above ([simon.hill@reading.gov.uk](mailto:simon.hill@reading.gov.uk) / 0118 9372303)

You can also contact Ricky Gill ([ricky.gill@reading.gov.uk](mailto:ricky.gill@reading.gov.uk) / 0118 9373306), Data Protection Officer, with any queries.